



Republic of the Philippines
UNIVERSITY OF THE PHILIPPINES SYSTEM - ADMINISTRATION
Diliman, Quezon City
ANNUAL PROCUREMENT PLAN 2014

Page 1 of 2

	UNIT	GOODS	INFRASTRUCTURE	PROFESSIONAL SERVICES	TOTAL PER UNIT
1	Office of the President	1,470,751.78	0	0 PHP	1,470,751.78
2	Office of the Vice President for Academic Affairs	177,568.29	0	0 PHP	177,568.29
3	Office of the Vice President for Administration	303,668.09	0	0 PHP	303,668.09
4	Office of the Vice President for Development	2,900,000.00	27,000,000.00	3,000,000.00 PHP	32,900,000.00
5	Office of the Vice President for Planning and Finance	117,737.97	0	0 PHP	117,737.97
7	Office of the Vice President for Public Affairs	816,285.37	0	210,000.00 PHP	1,026,285.37
6	Office of the Vice President for Legal Affairs	547,550.00	0	0 PHP	547,550.00
8	Office of the Secretary of the University	519,325.09	0	0 PHP	519,325.09
	Office of the Faculty, Staff & Student Regent	59,126.49			
9	Office of Admissions (OA)	7,569,204.25	16,050,000.00	0 PHP	23,619,204.25
10	Office of Alumni Relation (OAR)	3,483,828.75	0	0 PHP	3,483,828.75
11	Office of the International Linkages (OIL)	627,196.08	0	0 PHP	627,196.08
12	University Center for Integrative & Dev't Studies (UCIDS)	950,784.20	0	0 PHP	950,784.20
13	Center for Women's Studies (CWS)	277,971.82	0	0 PHP	277,971.82
14	UP System Information Office (SIO)	3,011,737.06	0	294,666.70 PHP	3,306,403.76

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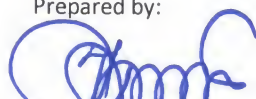
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Page 2 of 2

15	UP Press	6,180,898.00	1,925,000.00	0	PHP	8,105,898.00
16	Philippine Genome Centre (PGC)	83,430,753.00	0	0	PHP	83,430,753.00
17	Office of Design and Planning Innitiatives (ODPI)	1,161,399.37	0	0	PHP	1,161,399.37
18	Technology Transfer & Business Development Office (TTBDO)	793,519.75	0	0	PHP	793,519.75
19	Information Technology and Development Center (ITDC)	278,157,312.55	0	7,135,000.00	PHP	285,292,312.55
20	eUP Project	235,237,342.55	0	32,567,586.00	PHP	267,804,928.55
	Padayon	55,000.00	0	0.00	PHP	55,000.00
21	UP System Budget Office (UPS Budget)	1,857,286.36	0	0	PHP	1,857,286.36
22	UP System Accounting Office (UPS ACCTG)	314,782.73	0	0	PHP	314,782.73
23	UP System Cash Office (UP Cash)	134,417.00	0	0	PHP	134,417.00
24	UP System Supply & Property Management Office (SPMO)	300,000.00	0	0	PHP	300,000.00
GRAND TOTAL					PHP	718,578,572.76

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the supplies ,equipment and materials has been included in or is within our approved budget for the year.

Prepared by:


ISAGANI L. BAGUS

Acting Chief, Supply & Property Management Office
 Head Bids & Awards Committee Secretariat
 UP System

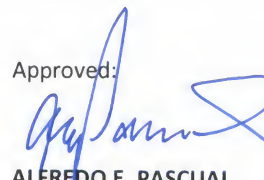
Recommending Approval:



NESTOR O. RANESES

Assist. Vice President for Administration
 Chairman, Bids & Awards Committee
 UP System

Approved:



ALFREDO E. PASCUAL

President
 Head of Procuring Entity
 University of the Philippines

OP
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DBM - OFFICE OF PROCUREMENT MANAGEMENT PLAN CY 2014

Program / Activity / Project	Type	Implementation Period	Quantity / Size	Estimated Budget	Procurement Method	Target Date	(Brief Description of Program/ Project)
Other office supplies (printer, ink, document folders, etc.)		Aug - Dec 2014		PHP 27,000.00	shopping		
maintenance of 2 OP vehicles -T. Grandia and T. FX (P6k x 2)		Sept - Dec 2014		PHP 12,000.00			
Motor batteries (P12k)		Aug - Dec 2014		PHP 12,000.00			
tires (P24k + P16k, resp.)				PHP 40,000.00			
Gas, motor oil (P22.5k + P15k resp)		Aug - Dec 2014		PHP 37,500.00			
Contingency for emergency repairs, etc.		Aug - Dec 2014		PHP 30,000.00			
2014 Christmas tokens and other related items		Aug - Dec 2014		PHP 500,000.00			
mailing of Christmas cards		Aug - Dec 2014		PHP 13,500.00			
Social events to be hosted by the President		Aug - Dec 2014		PHP 90,000.00			
Miscellaneous expenses c/o Carmencita Loyola				PHP 80,000.00			
c/o Nanette Jacinto		Aug - Dec 2014		PHP 50,000.00			
TOTAL PROGRAM				PHP 892,000.00			

Prepared by:

Nanette P. Jacinto
NANETTE P. JACINTO
Administrative Officer

Approved by:

Alfredo E. Pascual
ALFREDO E. PASCUAL
President

15 AUG 2014

UP SYSTEM S.P.M.O.	
Diliman, Quezon City	
RECEIVED	
Ref. No.	_____
Date:	AUG 18 2014
Time:	9:09 am
By:	cmn

ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
 - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP.
The agency will be informed by e-mail if the submission is incorrect.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at app@procurement-service.org or at app.psd@m@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: Office of the President

Region: _____

Address: 2nd Floor Quezon Hall, University of the Philippines, Diliman, Quezon City

Contact Person: Nanette P. Jacinto

Position: Administrative Officer

E-mail : op@up.edu.ph

Telephone/Mobile Nos: 9280110

Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price	TOTAL
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total	Catalogue as of	AMOUNT
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1. BALLAST, 18 watts	piece				0				0				0				0	0	67.77	-
2. BALLAST, 36 watts	piece				0				0				0						72.10	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet				0				0		5		5		5		5	10	20.42	204.22
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				0				0		5		5		5		5	10	15.31	153.06
5. BATTERY, size D, alkaline, 2 pcs./packet	packet				0				0								0	0	76.00	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set				0				0				0				0	0	316.68	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set				0				0				0				0	0	369.46	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece				0				0				0				0	0	35.89	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece				0				0				0				0	0	36.95	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece				0				0				0				0	0	102.29	-
11. FUSE, 30 amperes	piece				0				0				0				0	0	12.67	-
12. FUSE, 60 amperes	piece				0				0				0				0	0	25.33	-
13. STARTER, 4-40 watts	piece				0				0				0				0	0	3.55	-
14. TAPE, electrical	roll				0				0				0				0	0	19.53	-
COMMON COMPUTER SUPPLIES/CONSUMABLES																				
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0				0				0				0	0	452.32	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0				0				0				0	0	686.14	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0				0				0				0	0	525.48	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0				0				0				0	0	847.12	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0				0				0				0	0	422.05	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0				0				0				0	0	661.55	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box				0				0				0				0	0	329.66	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box				0				0				0				0	0	524.63	-

Encoded by: *HRMA*

AUG 18 2014

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9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece									6		6		6		12	9.66	115.95
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece											0		0		0	16.31	
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece											0		0		0	55.61	
12. DRUM UNIT, Brother DR3000	cart											0		0		0	8,608.52	
13. DRUM UNIT, Brother DR7000	cart											0		0		0	8,018.40	
14. EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide.	piece											0		0		0	3,966.94	
15. EXTERNAL HARD DRIVE, 500GB, 2.5" HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM, with dual-color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7; MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece											0		0		0	2,700.22	
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece											0		0		0	9.87	
17. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece											0		0		0	20.22	
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece											0		0		0	511.97	3,071.80
19. INK CARTRIDGE, Canon Part No. CL-811, colored	cart											0		0		0	974.32	
20. INK CARTRIDGE, Canon Part No. PG-810, colored	cart											0		0		0	731.00	
21. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart											0		0		0	1,330.06	
22. INK CARTRIDGE, HP C6615DA (HP 15), black, for HP Deskjet 810c, 840c, 845c, 920c, 948c, 3820, HP Officejet 5110, v40 All-in-One, HP PSC 500, 750, 950 All-in-One	cart											0		0		0	1,256.16	
23. INK CARTRIDGE, HP C1823DA (HP 23), tricolor, for HP Deskjet 710c, 720c, 810c, 830c, 880c, 890c, 895cxi, 1120c, 1125c HP Officejet Pro 1170c, 1175c, r45, r65, t45, t65 All-in-One HP PSC 500 All-in-One	cart											0		0		0	1,625.62	
24. INK CARTRIDGE, HP C6625A (HP 17), tricolor, for HP Deskjet 840c, 845c	cart											0		0		0	1,367.00	
25. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart											0		0		0	1,477.84	
26. INK CARTRIDGE, HP C6614D (HP 20), black, 28mL, for HP Deskjet 610c, 630c, 640c, 656c	cart											0		0		0	1,393.39	
27. INK CARTRIDGE, HP C4844A (HP 10), black, 69mL, for HP Officejet 9110, 9120, 9130 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2230+, 2280+ printer series, 2300+ printer series, 2500 printer series, 2600+ printer series, HP Colour Printer cp1200 series	cart											0		0		0	1,451.45	
28. INK CARTRIDGE, HP C8727AA (HP 27), black, 10mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845 HP PSC 1110, 1210, 1315 All-in-One	cart											0		0		0	812.81	
29. INK CARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-color, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart											0		0		0	903.59	
30. INK CARTRIDGE, HP C6656AA (HP 56), black, for HP Deskjet 840c, 845c	cart											0		0		0	886.70	
31. INK CARTRIDGE, HP C6657AA (HP 57), tri-color, for HP Deskjet 450 printer series, 5160, 5550, 5650, 5652, 9650, 9680 HP Officejet 4110, 4255, 5510, 6110 All-in-One, HP PSC 1110, 1210, 1315, 1350, 2110, 2210, 2310 All-in-One, HP PSC 2410, 2510, Photosmart All-in-One, HP Photosmart 7150, 7260, 7268, 7450, 7550, 7660, 7760, 7860	cart											0		0		0	1,477.84	
32. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart											0		0		0	636.53	
33. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart											0		0		0	733.64	
34. INK CARTRIDGE, HP C8765WA (HP 94), black, 11 mL, for HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1110, 1210, 1315 All-in-One	cart											0		0		0	897.26	

and

[illegible]

88. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml, for HP Officejet J3508, J3608, J5508 All-in-One	cart			0		0		0		0	0	1,018.65	-
89. INK CARTRIDGE, HP CD887AA (HP703), black deskjet, for HP Deskjet D730, F735 All-in-One	cart			0		0		0		0	0	333.57	-
90. INK CARTRIDGE, HP CD888AA(HP703), tricolor deskjet, for HP Deskjet D730, F735 All-in-One	cart			0		0		0		0	0	333.57	-
91. INK CARTRIDGE, HP CD971AA (HP 920), black, for HP Officejet 6000, 7000	cart			0		0		0		0	0	773.75	-
92. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7000	cart			0		0		0		0	0	580.58	-
93. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart			0		0		0		0	0	580.58	-
94. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000	cart			0		0		0		0	0	580.58	-
95. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7000	cart			0		0		0		0	0	1,161.16	-
96. INK CARTRIDGE, HP CH561WA (HP 61), black	cart			0		0		0		0	0	717.81	-
97. INK CARTRIDGE, HP CH562WA (HP 61), color ink	cart			0		0		0		0	0	907.82	-
98. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart			0		0		0		0	0	333.57	-
99. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart			0		0		0		0	0	333.57	-
100. INK CARTRIDGE, HP CN 639WA, black, for HP Deskjet D2650	cart			0		0		0		0	0	825.48	-
101. INK CARTRIDGE, HP CN 640WA, color, for HP Deskjet D2650	cart			0		0		0		0	0	1,075.66	-
102. INK CARTRIDGE, HP CN045AA (950XL), black	cart			0		0		0		0	0	1,565.45	-
103. INK CARTRIDGE, HP CN046AA (951XL), Cyan	cart			0		0		0		0	0	1,161.16	-
104. INK CARTRIDGE, HP CN047AA (951XL), Magenta	cart			0		0		0		0	0	1,161.16	-
105. INK CARTRIDGE, HP CN048AA (950XL), Yellow	cart			0		0		0		0	0	1,161.16	-
106. INK CARTRIDGE, HP CZ107AA, (HP 78), black	cart			0		0		0		0	0	388.46	-
107. INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor	cart			0		0		0		0	0	388.46	-
108. INK CARTRIDGE, Brother LC67HYBK, black	cart			0		0		0		0	0	1,604.51	-
109. INK CARTRIDGE, Brother LC67HYC, cyan	cart			0		0		0		0	0	971.15	-
110. INK CARTRIDGE, Brother LC67HYM, magenta	cart			0		0		0		0	0	971.15	-
111. INK CARTRIDGE, Brother LC67HYH, yellow	cart			0		0		0		0	0	971.15	-
112. INK CARTRIDGE, Brother LC67B, black	cart			0		0		0		0	0	950.04	-
113. INK CARTRIDGE, Brother LC67M, Magenta	cart			0		0		0		0	0	570.02	-
114. INK CARTRIDGE, Brother LC67Y, Yellow	cart			0		0		0		0	0	570.02	-
115. INK CARTRIDGE, Brother LC 39BK, black	cart			0		0		0		0	0	728.36	-
116. INK CARTRIDGE, Brother LC 39Y, yellow	cart			0		0		0		0	0	475.02	-
117. INK CARTRIDGE, Brother LC 39C, cyan	cart			0		0		0		0	0	475.02	-
118. INK CARTRIDGE, Brother LC 39M, magenta	cart			0		0		0		0	0	475.02	-
119. INK CARTRIDGE, Brother Part No. LC67C, Cyan	cart			0		0		0		0	0	570.02	-
120. INK CARTRIDGE, Brother Part No. LC38C, Cyan	cart			0		0		0		0	0	459.19	-
121. INK CARTRIDGE, Brother Part No. LC38B, Black	cart			0		0		0		0	0	696.70	-
122. INK CARTRIDGE, Brother Part No. LC38M, Magenta	cart			0		0		0		0	0	459.19	-
123. INK CARTRIDGE, Brother Part No. LC38Y, Yellow	cart			0		0		0		0	0	459.19	-
124. INK CARTRIDGE, Brother Part No. LC40BK, black	cart			0		0		0		0	0	680.86	-
125. INK CARTRIDGE, Brother Part No. LC40C, Cyan	cart			0		0		0		0	0	395.85	-
126. INK CARTRIDGE, Brother Part No. LC40M, Magenta	cart			0		0		0		0	0	395.85	-
127. INK CARTRIDGE, Brother Part No. LC40Y, Yellow	cart			0		0		0		0	0	395.85	-
128. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart			0		0		0		0	0	1,018.65	-
129. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart			0		0		0		0	0	1,264.61	-
130. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart			0		0		0		0	0	1,018.65	-
131. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart			0		0		0		0	0	1,213.94	-
132. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart			0		0		0		0	0	2,148.15	-
133. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart			0		0		0		0	0	1,720.63	-
134. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart			0		0		0		0	0	2,079.53	-
135. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX100	cart			0		0		0		0	0	1,178.05	-
136. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/C50/CX100	cart			0		0		0		0	0	1,075.66	-
137. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/CX100	cart			0		0		0		0	0	1,270.94	-
138. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart			0		0		0		0	0	606.97	-
139. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart			0		0		0		0	0	606.97	-

140. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart				0			0			0			0	0	606.97	-
141. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart				0			0			0			0	0	499.30	-
142. INK CARTRIDGE, EPSON PART NO. C13T038191, BLACK, (double pack), for Stylus Color C41SX & C41UX	cart				0			0			0			0	0	880.37	-
143. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart				0			0			0			0	0	863.44	-
144. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart				0			0			0			0	0	782.20	-
145. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart				0			0			0			0	0	553.13	-
146. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart				0			0			0			0	0	553.13	-
147. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart				0			0			0			0	0	553.13	-
148. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart				0			0			0			0	0	635.47	-
149. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart				0			0			0			0	0	391.63	-
150. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart				0			0			0			0	0	391.63	-
151. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart				0			0			0			0	0	391.63	-
152. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart				0			0			0			0	0	650.25	-
153. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart				0			0			0			0	0	499.30	-
154. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart				0			0			0			0	0	401.13	-
155. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart				0			0			0			0	0	401.13	-
156. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart				0			0			0			0	0	401.13	-
157. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart				0			0			0			0	0	298.73	-
158. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart				0			0			0			0	0	298.73	-
159. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart				0			0			0			0	0	298.73	-
160. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart				0			0			0			0	0	292.99	-
161. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart				0			0			0			0	0	879.31	-
162. INK CARTRIDGE, Epson C13T103290, Cyan, for printer Stylus T40W/TX600FW	cart				0			0			0			0	0	585.86	-
163. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart				0			0			0			0	0	585.86	-
164. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart				0			0			0			0	0	585.86	-
165. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart				0			0			0			0	0	585.86	-
166. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart				0			0			0			0	0	976.43	-
167. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart				0			0			0			0	0	439.13	-
168. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart				0			0			0			0	0	439.13	-
169. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart				0			0			0			0	0	439.13	-
170. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart				0			0			0			0	0	439.13	-
171. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart				0			0			0			0	0	289.23	-

172. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/T13/T20E/TX100/TX110/TX111/CX5500) Pigment - q1N	cart			0			0			0			0	0	289.23	-
173. CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/T13/T20E/TX100/TX110/TX111/CX5500) Pigment - q1N	cart			0			0			0			0	0	289.23	-
174. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/T13/T20E/TX100/TX110/TX111/CX5500) Pigment - q1N	cart			0			0			0			0	0	289.23	-
175. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/290/390/RX590, High Cap	cart			0			0			0			0	0	973.26	-
176. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/290/390/RX590, High Cap	cart			0			0			0			0	0	973.26	-
177. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/290/390/RX590, High Cap	cart			0			0			0			0	0	973.26	-
178. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/290/390/RX590, High Cap	cart			0			0			0			0	0	973.26	-
179. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/290/390/RX590, High Cap	cart			0			0			0			0	0	973.26	-
180. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/290/390/RX590, High Cap	cart			0			0			0			0	0	973.26	-
181. INK CARTRIDGE, Epson C13T1112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart			0			0			0			0	0	679.81	-
182. INK CARTRIDGE, Epson C13T1112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart			0			0			0			0	0	679.81	-
183. INK CARTRIDGE, Epson C13T1112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart			0			0			0			0	0	679.81	-
184. INK CARTRIDGE, Epson C13T1112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart			0			0			0			0	0	679.81	-
185. INK CARTRIDGE, Epson C13T1112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart			0			0			0			0	0	679.81	-
186. INK CARTRIDGE, Epson C13T1112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart			0			0			0			0	0	679.81	-
187. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart			0			0			0			0	0	313.51	-
188. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart			0			0			0			0	0	345.79	-
189. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart			0			0			0			0	0	352.67	-
190. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart			0			0			0			0	0	345.79	-
191. INK CARTRIDGE, Epson C13T1413190, Black, for printer ME 960FWD/900WD - 143	cart			0			0			0			0	0	596.41	-
192. INK CARTRIDGE, Epson C13T1413290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart			0			0			0			0	0	469.74	-
193. INK CARTRIDGE, Epson C13T1413390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart			0			0			0			0	0	460.71	-
194. INK CARTRIDGE, Epson C13T1413490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart			0			0			0			0	0	469.74	-
195. TONER CARTRIDGE, HP C4092A, black, for HP Laserjet 1100 printer series, 3200 All-in-One	cart			0			0			0			0	0	2,982.07	-
196. TONER CARTRIDGE, HP C4096A, black, for HP Laserjet 2100, 2200 printer series	cart			0			0			0			0	0	5,433.17	-
197. TONER CARTRIDGE, HP C7115A, black, for HP Laserjet 1000, 1200 printer series, 3300 mfp printer series, 3380 All-in-One	cart			0			0			0			0	0	3,333.58	-
198. TONER CARTRIDGE, HP C8543XC, high cap, black, for HP Laserjet 9000, 9040, 9050, HP Laserjet M9040, M9050 MFP series	cart			0			0			0			0	0	12,034.90	-
199. TONER CARTRIDGE, HP C4127X, high cap, black, for HP Laserjet 2100, 2200 printer series	cart			0			0			0			0	0	7,586.60	-
200. TONER CARTRIDGE, HP C4129X, black, HP Laserjet 5000, 5100 printer series	cart			0			0			0			0	0	9,765.36	-
201. TONER CARTRIDGE, HP Q2613A, black, for HP Laserjet 1300 printer series	cart			0			0			0			0	0	3,942.67	-
202. TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1310f MFP Printer	cart			0			0			0			0	0	3,037.29	-
203. TONER CARTRIDGE, HP Q5942A, black, for HP Laserjet 4250, 4350 printer series	cart			0			0			0			0	0	6,318.82	-
204. TONER CARTRIDGE, HP Q6511A	cart			0			0			0			0	0	5,254.78	-
205. TONER CARTRIDGE, HP Q7516AC, black	cart			0			0			0			0	0	7,924.39	-
206. TONER CARTRIDGE, HP Q7551A, black, for HP Laserjet P3005, M3027, M3035 MFP Printer Series	cart			0			0			0			0	0	5,635.85	-
207. TONER CARTRIDGE, HP Q1338A, black, for HP Laserjet 4200 printer series	cart			0			0			0			0	0	6,499.33	-
208. TONER CARTRIDGE, HP Q3960A, black, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart			0			0			0			0	0	3,589.04	-
209. TONER CARTRIDGE, HP Q3961A, cyan, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart			0			0			0			0	0	4,333.24	-
210. TONER CARTRIDGE, HP Q3962A, yellow, for HP Color Laserjet 2550 printer series, 2820, 2840 All-in-One	cart			0			0			0			0	0	4,333.24	-

211. TONER CARTRIDGE, HP Q3963A, magenta, for HP Color LaserJet 2550 printer series, 2820, 2840 All-in-One	cart				o				o				o	o	4,333.24	-
212. TONER CARTRIDGE, HP Q3971A, cyan, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart				o				o				o	o	3,257.58	-
213. TONER CARTRIDGE, HP Q3972A, yellow, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart				o				o				o	o	3,257.58	-
214. TONER CARTRIDGE, HP Q3973A, magenta, for HP Color LaserJet 2550 Printer Series, HP Color LaserJet 2820, 2840 All-in-One	cart				o				o				o	o	3,257.58	-
215. TONER CARTRIDGE, HP Q5949A, black, for HP LaserJet 1160, 1320 printer series, 3390, 3392 All-in-One	cart				o				o				o	o	3,583.76	-
216. TONER CARTRIDGE, HP Q5950A, black, for HP Color LaserJet 4700 Printer Series	cart				o				o				o	o	7,758.66	-
217. TONER CARTRIDGE, HP Q5951A, cyan, for HP Color LaserJet 4700 Printer Series	cart				o				o				o	o	11,007.80	-
218. TONER CARTRIDGE, HP Q5952A, yellow, for HP Color LaserJet 4700 Printer Series	cart				o				o				o	o	11,007.80	-
219. TONER CARTRIDGE, HP Q5953A, magenta, for HP Color LaserJet 4700 Printer Series	cart				o				o				o	o	11,007.80	-
220. TONER CARTRIDGE, HP Q7553A, black, for HP LaserJet P3005, M3027, M3035 MFP Printer Series	cart				o				o				o	o	3,416.98	-
221. TONER CARTRIDGE HP C9720A, original, black, for HP LaserJet 4600/4650 printer series	cart				o				o				o	o	6,660.84	-
222. TONER CARTRIDGE HP C9721A, original, Cyan for HP LaserJet 4600/4650 printer series	cart				o				o				o	o	9,014.82	-
223. TONER CARTRIDGE HP C9722A, original, Yellow for HP LaserJet 4600/4650 printer series	cart				o				o				o	o	9,014.82	-
224. TONER CARTRIDGE HP C9723A, original, Magenta for HP LaserJet 4600/4650 printer series	cart				o				o				o	o	9,014.82	-
225. TONER CARTRIDGE, HP CB380A, black, for HP Color LaserJet CP6015 printer series	cart				o				o				o	o	8,876.91	-
226. TONER CARTRIDGE, HP CB381A, cyan, for HP Color LaserJet CP6015 printer series	cart				o				o				o	o	13,891.70	-
227. TONER CARTRIDGE, HP CB382A, yellow, for HP Color LaserJet CP6015 printer series	cart				o				o				o	o	13,891.70	-
228. TONER CARTRIDGE, HP CB383A, magenta, for HP Color LaserJet CP6015 printer series	cart				o				o				o	o	13,891.70	-
229. TONER CARTRIDGE, HP CB390A, black, for HP Color LaserJet CM6030/CM6040 MFP	cart				o				o				o	o	2,879.68	-
230. TONER CARTRIDGE, HP CB435A, black, for HP LaserJet P1005, P1006 printer series	cart				o				o				o	o	2,578.83	-
231. TONER CARTRIDGE, HP CB436A, black, for HP LaserJet P1505 printer series	cart				o				o				o	o	3,026.41	-
232. TONER CARTRIDGE, HP CB540A, black, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart				o				o				o	o	2,987.35	-
233. TONER CARTRIDGE, HP CB541A, cyan, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart				o				o				o	o	2,744.56	-
234. TONER CARTRIDGE, HP CB542A, yellow, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart				o				o				o	o	2,744.56	-
235. TONER CARTRIDGE, HP CB543A, magenta, for HP Color LaserJet CP1215, CP1510 printer series, CM1312 MFP	cart				o				o				o	o	2,744.56	-
236. TONER CARTRIDGE, HP CC364A, black, for HP LaserJet P4014, P4015, P4515 printer series	cart				o				o				o	o	6,544.72	-
237. TONER CARTRIDGE, HP CC364XC, high cap, black, for HP LaserJet P4015, P4515 printer series	cart				o				o				o	o	12,002.17	-
238. TONER CARTRIDGE, HP CC530A, black, for HP Color LaserJet CP2025 printer series	cart				o				o				o	o	5,241.05	-
239. TONER CARTRIDGE, HP CC531A, cyan, for HP Color LaserJet CP2025 printer series	cart				o				o				o	o	4,915.93	-
240. TONER CARTRIDGE, HP CC532A, yellow, for HP Color LaserJet CP2025 printer series	cart				o				o				o	o	4,915.93	-
241. TONER CARTRIDGE, HP CC533A, magenta, for HP Color LaserJet CP2025 printer series	cart				o				o				o	o	4,915.93	-
242. TONER CARTRIDGE, HP CE250A, black, for HP Color LaserJet CP3520 printer series	cart				o				o				o	o	5,437.40	-
243. TONER CARTRIDGE, HP CE251A, cyan, for HP Color LaserJet CP3520 printer series	cart				o				o				o	o	10,710.12	-
244. TONER CARTRIDGE, HP CE252A, yellow, for HP Color LaserJet CP3520 printer series	cart				o				o				o	o	10,710.12	-
245. TONER CARTRIDGE, HP CE253A, magenta, for HP Color LaserJet CP3520 printer series	cart				o				o				o	o	10,710.12	-
246. TONER CARTRIDGE, HP CE255A, black, for HP LaserJet P3010 printer series	cart				o				o				o	o	6,450.77	-
247. TONER CARTRIDGE, HP CE255X, black, for HP LaserJet P3010 printer series	cart				o				o				o	o	9,117.22	-
248. TONER CARTRIDGE, HP CE260A, black, for HP Color LaserJet Enterprise CP4020 Printer Series	cart				o				o				o	o	6,372.66	-

249. TONER CARTRIDGE, HP CE261A, cyan, for HP Color LaserJet Enterprise CP4020 Printer Series	cart			0			0			0			0	0	11,575.71	-
250. TONER CARTRIDGE, HP CE262A, yellow, for HP Color LaserJet Enterprise CP4020 Printer Series	cart			0			0			0			0	0	11,575.71	-
251. TONER CARTRIDGE, HP CE263A, magenta, for HP Color LaserJet Enterprise CP4020 Printer Series	cart			0			0			0			0	0	11,575.71	-
252. TONER CARTRIDGE, HP CE270A, black, for HP Color LaserJet Enterprise CP5520 Printer Series	cart			0			0			0			0	0	10,262.54	-
253. TONER CARTRIDGE, HP CE271A, cyan, for HP Color LaserJet Enterprise CP5520 Printer Series	cart			0			0			0			0	0	16,735.48	-
254. TONER CARTRIDGE, HP CE272A, yellow, for HP Color LaserJet Enterprise CP5520 Printer Series	cart			0			0			0			0	0	16,735.48	-
255. TONER CARTRIDGE, HP CE273A, magenta, for HP Color LaserJet Enterprise CP5520 Printer Series	cart			0			0			0			0	0	16,735.48	-
256. TONER CARTRIDGE, HP CE278A, black, for HP LaserJet P1566, P1606dn, M1536dnf printer	cart			0			0			0			0	0	3,116.13	-
257. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart			0			0			0			0	0	2,747.73	-
258. TONER CARTRIDGE, HP CE310A, black, for HP Color LaserJet Pro CP1020 Printer Series	cart			0			0			0			0	0	2,286.43	-
259. TONER CARTRIDGE, HP CE311A, cyan, for HP Color LaserJet Pro CP1020 Printer Series	cart			0			0			0			0	0	2,470.10	-
260. TONER CARTRIDGE, HP CE312A, yellow, for HP Color LaserJet Pro CP1020 Printer Series	cart			0			0			0			0	0	2,470.10	-
261. TONER CARTRIDGE, HP CE313A, magenta, for HP Color LaserJet Pro CP1020 Printer Series	cart			0			0			0			0	0	2,470.10	-
262. TONER CARTRIDGE, HP CE320A, black, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart			0			0			0			0	0	2,936.68	-
263. TONER CARTRIDGE, HP CE321A, cyan, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart			0			0			0			0	0	2,787.84	-
264. TONER CARTRIDGE, HP CE322A, yellow, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart			0			0			0			0	0	2,787.84	-
265. TONER CARTRIDGE, HP CE323A, magenta, for HP Color LaserJet Pro CP1520, CM1415 Color MFP Printer Series	cart			0			0			0			0	0	2,787.84	-
266. TONER CARTRIDGE, HP CE390A, black, for HP LaserJet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart			0			0			0			0	0	7,389.20	-
267. TONER CARTRIDGE, HP CE390X, high cap, black, for HP LaserJet Enterprise 600, M601, 600, M602, 600, M603, M4555 MFP Series	cart			0			0			0			0	0	12,337.85	-
268. TONER CARTRIDGE, HP CE400A, black, for HP LaserJet Enterprise 500 Color M551 Series	cart			0			0			0			0	0	6,694.62	-
269. TONER CARTRIDGE, HP CE401A, cyan, for HP LaserJet Enterprise 500 Color M551 Series	cart			0			0			0			0	0	9,800.19	-
270. TONER CARTRIDGE, HP CE402A, yellow, for HP LaserJet Enterprise 500 Color M551 Series	cart			0			0			0			0	0	9,800.19	-
271. TONER CARTRIDGE, HP CE403A, magenta, for HP LaserJet Enterprise 500 Color M551 Series	cart			0			0			0			0	0	9,800.19	-
272. TONER CARTRIDGE, HP CE505A, black, for HP LaserJet P2035, P2055 printer series	cart			0			0			0			0	0	3,715.71	-
273. TONER CARTRIDGE, HP CE505XC, high cap, black, for HP LaserJet P2055 printer series	cart			0			0			0			0	0	6,822.34	-
274. TONER CARTRIDGE, HP CE740A, black, for HP Color LaserJet Professional CP5220, Printer Series	cart			0			0			0			0	0	6,283.99	-
275. TONER CARTRIDGE, HP CE741A, cyan, for HP Color LaserJet Professional CP5220, Printer Series	cart			0			0			0			0	0	11,146.08	-
276. TONER CARTRIDGE, HP CE742A, yellow, for HP Color LaserJet Professional CP5220, Printer Series	cart			0			0			0			0	0	11,146.08	-
277. TONER CARTRIDGE, HP CE743A, magenta, for HP Color LaserJet Professional CP5220, Printer Series	cart			0			0			0			0	0	11,146.08	-
278. TONER CARTRIDGE, HP CE410A (HP #305), black	cart			0			0			0			0	0	3,905.72	-
279. TONER CARTRIDGE, HP CE411A (HP #305), Cyan	cart			0			0			0			0	0	5,473.29	-
280. TONER CARTRIDGE, HP CE412A (HP #305), Yellow	cart			0			0			0			0	0	5,473.29	-
281. TONER CARTRIDGE, HP CE413A (HP #305), Magenta	cart			0			0			0			0	0	5,473.29	-
282. TONER CARTRIDGE, HP CF210A, (#131), black	cart			0			0			0			0	0	3,536.26	-
283. TONER CARTRIDGE, HP CF211A, (#131), Cyan	cart			0			0			0			0	0	4,306.85	-
284. TONER CARTRIDGE, HP CF212A, (#131), Yellow	cart			0			0			0			0	0	4,306.85	-
285. TONER CARTRIDGE, HP CF213A, (#131), Magenta	cart			0			0			0			0	0	4,306.85	-
286. TONER CARTRIDGE, HP Q1339A, black, HP LaserJet 4300 printer series	cart			0			0			0			0	0	8,886.04	-
287. TONER CARTRIDGE, HP Q2624A	cart			0			0			0			0	0	3,614.37	-
288. TONER CARTRIDGE, HP Q5942A, original black, for HP LaserJet 4250/4350 printer series	cart			0			0			0			0	0	6,318.82	-
289. TONER CARTRIDGE, HP Q6000A, black, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart			0			0			0			0	0	3,223.80	-
290. TONER CARTRIDGE, HP Q6001A, cyan, for HP Color LaserJet 1600, 2600n, 2605, CM1015MFP, CM1017MFP Printer	cart			0			0			0			0	0	3,514.09	-

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378. Photoconductor Kit, Lexmark PN E250X22G	cart			0			0			0			0	0	2,329.43	-
379. PHOTOCONDUCTOR UNIT, Epson C135051099, for printer EPL 6200/6200L	cart			0			0			0			0	0	3,509.87	-
380. IMAGING UNIT, Samsung Part No.SCR6555A	cart			0			0			0			0	0	10,353.00	-
381. IMAGING UNIT, Hewlett Packard Part No. CE314A, color imaging unit	cart			0			0			0			0	0	3,842.38	-
382. MOUSE, optical, USB connection type	piece			0			0			0	3		3	3	146.20	438.60
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll			0			0			0			0	0	0.00	-
2. AIR FRESHENER, 280mL/can	can			0			0			0			0	0	570.02	-
3. ALCOHOL, 70%, ethyl	bottle			0			0			0	3		3	3	90.78	272.34
4. AUDIO CASSETTE TAPE, 90min. recording time	piece			0			0			0	4		4	4	38.79	155.17
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair			0			0			0			0	0	21.80	-
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair			0			0			0			0	0	110.84	-
7. CARBON FILM, polyethylene, 210mm x 297mm(A4), 100s/box	box			0			0			0			0	0	116.12	-
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box			0			0			0			0	0	332.51	-
9. CARTOLINA, assorted color, 20s/pack	pack			0			0			0			0	0	295.23	-
10. CARTOLINA, white, 20s/pack	pack			0			0			0			0	0	71.78	-
11. CHALK, white, dustless, 100 pcs/box	box			0			0			0			0	0	46.34	-
12. CLEARBOOK, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover 302mm(L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pockets	piece			0			0			0	3		3	3	79.17	237.51
13. CLEARBOOK, LEGAL SIZE, for 216mm x 330mm (legal size) documents, refillable, plastic, overall size(min) of cover 353mm(L) x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of pocket, with twenty(20) clear transparent plastic pocket	piece			0			0			0			0	0	84.45	-
14. CLIP, bulldog (3")	piece			0			0			0			0	0		-
15. CLIP, backfold, 25mm, 12s/box	box			0			0		8	8			0	8	7.29	58.30
16. CLIP, backfold, 50mm, 12s/box	box			0			0		8	8			0	8	11.08	88.67
17. CLIP, backfold, 19mm, 12s/box	box			0			0		8	8			0	8	42.22	337.79
18. CLIP, backfold, 32mm, 12s/box	box			0			0		8	8			0	8	7.70	61.63
19. COLUMNAR PAD, 14 cols, 50 gsm min.	pad			0			0		8	8			0	8	17.95	143.56
20. COLUMNAR PAD, 16 cols, 50 gsm min.	pad			0			0			0			0	0	43.28	-
21. COLUMNAR PAD, 18 cols, 50 gsm min.	pad			0			0			0			0	0	43.28	-
22. COLUMNAR NOTEBOOK, 12 cols	piece			0			0			0			0	0	55.95	-
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair			0			0			0			0	0	20.06	-
24. DATA FILE BOX, (5"x9"x15-3/4")	box			0			0			0	8		8	8	13.20	105.56
25. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece			0			0			0			0	0	62.28	-
26. EDP BINDER, TB, for 11" X 9-1/2" CCF	piece			0			0			0			0	0	63.34	-
27. EDP BINDER, TB, for 11" X 14-7/8" CCF, plastic, spring rod type, assorted colors	piece			0			0			0			0	0	47.40	-
28. ENVELOPE, documentary (10"x15"), 500s/box	box			0			0			0			0	0	35.36	-
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box			0			0			0			0	0	503.86	-
30. ENVELOPE, mailing white, 500s/box	box			0			0			0			0	0	585.86	-
31. ENVELOPE, mailing white with window, 500s	box			0			0		2	2			0	2	141.33	282.66
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 496s/box	box			0			0			0			0	0	185.66	-
33. ENVELOPE, expanding, plastic, legal size	piece			0			0			0			0	0	106.19	-
34. ENVELOPE, documentary, A4, 500s/box	box			0			0			0			0	0	35.24	-
35. ERASER, blackboard/whiteboard	piece			0			0		1	1			0	1	409.57	409.57
36. ERASER, rubber	piece			0			0		3	3			0	3	12.65	37.94
37. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece			0			0			0			0	0	3.17	-
38. FILE TAB DIVIDER, A4, for 210mm x 297mm (A4 size) documents, bristol board, 297mm x 210mm Leaf Size(min), 65mm x 12mm Tab Size, 153 GSM, 0.22mm (min) thickness, five (5) colors per set	set			0			0			0			0	0	12.67	-
39. FILE TAB DIVIDER, LEGAL SIZE, for 216mm x 330mm (legal size) documents, bristol board, 330mm x 221mm Leaf size, 68mm x 15mm Tab size, 153 GSM, 0.22mm (min) thickness, five(5) colors per set	set			0			0			0			0	0	13.20	-
40. FOLDER, pressboard, plain, legal, 100s/box	pack			0			0			0			0	0	855.04	-
41. FOLDER, tagboard, legal size, 100s/box	pack			0			0			0			0	0	239.62	-
42. FOLDER, tagboard, A4 size, 100s/box	pack			0			0			0			0	0	300.85	-

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102. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece				0				0				0	0	11.61	-
103. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece				0				0				0	0	230.64	-
104. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece				0				0				0	0	260.72	-
105. RING BINDER, 50mm x 1.12m (2" x 44"), plastic	piece				0				0				0	0	26.39	-
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box				0				0	2			2	2	104.48	208.97
107. RULER, plastic, 300mm	piece				0				0				0	0	2.30	-
108. RULER, plastic, 450mm	piece				0				0	2			2	2	19.00	38.00
109. SCHOOL FORM, DEPED FORM 1 (SCHOOL REGISTER), 8 sheets with 6-half sheet inserts in between each sheet/16 pages with 6 inserts (6 half-sheet per insert), with "DepEd Form 1 School Register" printed on the outer cover, saddle stitch binding, soft cover in uncoated, glossy or matte finish cover, 0.26mm	piece				0				0				0	0	30.49	-
110. SIGN PEN, black	piece				0				0				10	10	43.16	431.58
111. SIGN PEN, blue	piece				0				0				10	10	43.16	431.58
112. SIGN PEN, red	piece				0				0				10	10	43.16	431.58
113. STAMP PAD INK, violet, 50mL	bottle				0				0				10	10	23.22	-
114. STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0	0	23.10	-
115. STAPLE WIRE, standard, 5000 pcs/box	box				0				0				0	0	22.68	-
116. STAPLE WIRE, HEAVY DUTY, 23/13, for use with heavy duty staplers, metal, non-rust, chisel point. 0.60mm thickness, 13mm width, 13mm leg length, 100 staples per strip, 1,000 staples per box, 40-90 sheets of 70gsm bond paper	box				0			1	1				0	1	31.40	31.40
117. STAPLE WIRE, HEAVY DUTY, 23/17, for heavy duty staplers, metal, non-rust, chisel point, 0.60mm thickness, 13mm width, 17mm Leg Length, 100 staples per trip, 1,000 staples per box, 90-135 sheets of 70 gsm bond paper	box				0			5	5				0	5	41.05	205.23
118. STENCIL PAPER, ordinary, universal, 24 pcs/quire	quire				0				0				0	0	184.73	-
119. TAPE, adding machine, GSP bond	roll				0				0				0	0	8.81	-
120. TAPE, masking, 24mm, 50 meters length	roll				0			6	6				0	6	48.56	291.35
121. TAPE, masking, 48mm, 50 meters length	roll				0			6	6				0	6	97.12	582.69
122. TAPE, transparent, 24mm, 50 meters	roll				0				0				0	0	15.62	-
123. TAPE, transparent, 48mm, 50 meters	roll				0				0				0	0	31.45	-
124. TAPE, packaging, 48mm, 50 meters length	roll				0			6	6		6		6	12	31.45	377.46
125. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle				0				0				0	0	83.92	-
126. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle				0				0				0	0	84.45	-
127. TOILET TISSUE, 12 rolls/pack	pack				0			8	8		8		8	16	68.61	1,097.82
128. TWINE, plastic, one kilo per roll	roll				0			6	6				0	6	42.20	253.22
129. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll				0				0				0	0	150.95	-
															0.00	-
															0.00	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter (L500), 10 pcs/pack	pack				0				0				0	0	8.42	-
2. CUTTER, heavy duty	piece				0			6	6				0	6	30.06	180.39
3. LASER POINTER, PEN TYPE, metal, for presentation, green and red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR6 1.5V AA or AAA batteries, button switch, Sky brand	piece				0				1	1			0	1	558.29	558.29
4. PEA WHISTLE, STAINLESS STEEL, 40mm (min) length, sound ball made of plastic material, with attachment ring	piece				0				0				0	0	26.39	-
5. PUNCHER, heavy duty	piece				0				0				0	0	93.16	186.31
6. SCISSORS, (6")	pair				0			2	2				0	2	12.96	77.77
7. SHARPENER, single cutterhead	piece				0			6	6				0	6	179.45	-
8. STAMPING DATER, self-inking stamp	piece				0			1	1				0	1	480.30	480.30
9. STAPLER, heavy duty, standard	piece				0			2	2				0	2	113.79	227.58
10. STAPLE REMOVER, twin jaws	piece				0				0				0	0	17.42	-
11. TAPE DISPENSER, heavy duty, for 24mm(1")	piece				0				0	2			2	2	47.17	94.33
12. TAPE DISPENSER, handheld, for 48mm width packaging tape	piece				0				0				0	0	40.83	-
13. WASTE BASKET, plastic	piece				0			6	6				0	6	26.39	158.34
																-
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece				0				0				0	0	23.22	-
2. BROOM, soft (tambo)	piece				0				0				0	0	89.73	-
3. BROOM, STICK (tingting)	piece				0				0				0	0	23.22	-
4. CLEANSER, powder, 350gms.	canister				0				0				0	0	15.67	-

5. DETERGENT POWDER, all purpose, 500gms.	pouch				0				0			0			0	0	22.70	-
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar				0				0			0			0	0	17.58	-
7. DISINFECTANT SPRAY, 400 grams net content	can				0				0			0			0	0	17.58	-
8. DUST PAN, non-rigid plastic, with detachable handle	piece				0				0	2		2			0	2	179.82	359.63
9. FLOOR WAX, paste, natural, 2kgs.	can				0				0			0			0	0	33.78	-
10. FLOOR WAX, paste, red, 2kgs.	can				0				0			0			0	0	259.68	-
11. FLOOR WAX, liquid type, 3.9L/plastic container	container				0				0			0			0	0	221.68	-
12. FURNITURE CLEANER, 300mL/can min	can				0				0			0			0	0	376.06	-
13. INSECTICIDE, 600mL (420g)/can	can				0				0			0			0	0	100.28	-
14. MOPHANDLE, screw type, wooden handle	piece				0				0	5		5			0	5	116.12	580.58
15. MOPHEAD, 100% rayon, 400g	piece				0				0			0			0	0	95.00	-
16. RAG, COTTON, (7")In diameter	kilo				0				0			0			0	0	84.45	-
17. SCOURING PAD, economy size	pack				0				0			0			0	0	42.22	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle				0				0	2		2			0	2	134.78	269.56
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box				0				0			0			0	0	48.56	-
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll				0				0	6		6			0	6	25.33	152.01
													3		3	3	146.41	439.24
LEGAL SIZE PAPER																		
1. PAPER, bond, Premium Grade	ream				0				0			0			0	0	99.75	-
2. PAPER, mimeograph, Groundwood	ream				0				0			0			0	0	82.22	-
3. PAPER, mimeograph, Whitewove	ream				0				0			0			0	0	108.10	-
4. PAPER, for Plain Paper Copier	ream				0				0			0			0	0	111.26	-
5. PAPER, multicopy, legal, for laser printing	ream				0				0			0	3		3	3	123.00	368.99
COMMON OFFICE EQUIPMENT																		
1. AIRPOT, 4.0 liters, w/ dispenser	unit				0				0			0			0	0	1,319.50	-
2. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit				0				0			0			0	0	2,090.09	-
3. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit				0				0			0			0	0	944.76	-
4. CALCULATOR, scientific, 10 digits, dot, matrix display, programmable, with case	unit				0				0			0			0	0	336.61	-
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit				0				0			0			0	0	158.22	316.44
6. CHAIR, monobloc, without armrest, beige/white	unit				0				0	2		2			0	2	253.34	-
7. DIGITAL VOICE RECORDER, 4GB, memory, stereo channel, MP3, WMA, recording and playback format, with earphone jack, built-in microphone, with USB cable, rechargeable batteries, instructional manual, carrying pouch, hand strap, earphone	unit				0				0			0			0	0	6,280.82	-
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit				0				0			0			0	0	20,900.88	-
9. ELECTRIC FAN, orbit type	unit				0				0			0			0	0	1,208.66	-
10. ELECTRIC FAN, with stand	unit				0				0			0			0	0	897.26	-
11. ELECTRIC FAN, wall type	unit				0				0			0			0	0	789.59	-
12. INDUSTRIAL FAN, 18" metal blade	unit				0				0			0			0	0	946.87	-
13. FACSIMILE TRANSCIVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit				0				0			0			0	0	3,615.43	-
14. FIRE EXTINGUISHER, dry chemical, for ABC class, of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit				0				0			0			0	0	1,106.27	-
15. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit				0				0			0			0	0	3,766.38	-
16. MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0				0			0			0	0	2,522.88	-
17. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit				0				0			0			0	0	20,320.30	-
18. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap., automatic clamping, stationery blade guard, A4-A6 format Indications	unit				0				0			0			0	0	8,972.60	-

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3					0				0					0				0	0		
4					0				0					0				0	0		
5					0				0					0				0	0		
6					0				0					0				0	0		
7					0				0					0				0	0		
8					0				0					0				0	0		
9					0				0					0				0	0		
10					0				0					0				0	0		
Electrical equipment and components and supplies																					
1					0				0					0				0	0		
2					0				0					0				0	0		
3					0				0					0				0	0		
4					0				0					0				0	0		
5					0				0					0				0	0		
6					0				0					0				0	0		
7					0				0					0				0	0		
8					0				0					0				0	0		
9					0				0					0				0	0		
10					0				0					0				0	0		
Computer Supplies																					
1					0				0					0				0	0		
2					0				0					0				0	0		
3					0				0					0				0	0		
4					0				0					0				0	0		
5					0				0					0				0	0		
6					0				0					0				0	0		
7					0				0					0				0	0		
8					0				0					0				0	0		
9					0				0					0				0	0		
10					0				0					0				0	0		
Computer Equipment and Accessories																					
1					0				0					0				0	0		
2					0				0					0				0	0		
3					0				0					0				0	0		
4					0				0					0				0	0		
5					0				0					0				0	0		
6					0				0					0				0	0		
7					0				0					0				0	0		
8					0				0					0				0	0		
9					0				0					0				0	0		
10					0				0					0				0	0		
*Other Categories																					
Catering services for dinner or lunch reception	event				0				0		10		10				0	10	25,000.00	250,000.00	
Hand towel	pc				0				0		10		10				0	10	100.00	1,000.00	
Philippine & UP Flags	pc				0				0		2		2				0	2	1,500.00	3,000.00	
Kleenex facial tissue	box				0				0		5		5				0	5	90.00	450.00	
5					0				0				0				0	0			
6					0				0				0				0	0			
7					0				0				0				0	0			
8					0				0				0				0	0			
9					0				0				0				0	0			
10					0				0				0				0	0			
C. GRAND TOTAL (A + B):																					
D. ADDITIONAL PROVISION FOR INFLATION (10% of GRAND TOTAL)																					
E. APPROVED BUDGET (C + D)																					
Figures and Words:																					
F. MONTHLY CASH REQUIREMENTS (In Pesos)																					
F.1 Available at Procurement Service Stores																					
F.2 Other Items not available at PS but regularly purchased from other sources																					
TOTAL CASH REQUIREMENTS																					
*Other categories that are not indicated herein																					

*Other categories that are not indicated herein

Amf

**Prices are FOB Manila/Applicable for items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been Included In or Is within our approved budget for the year.

Prepared by:


Nangette P. Jacinto


Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Accountant /
Local Budget Officer

Approved:

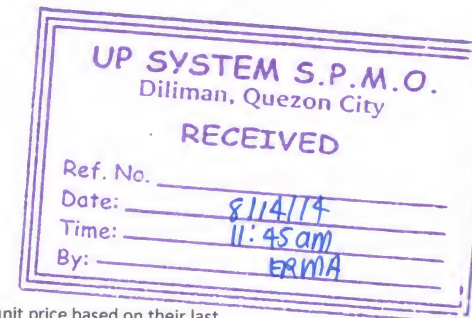

Alfredo E. Pascual
Head of Office/Agency

Date Prepared: 01 August 2014

ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementsservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.



Department/Bureau/Office: **Office of the Vice President for Academic Affairs**
Region: National Capital Region
Address: OVPA, 3rd Floor, North Wing, Quezon Hall
UP Diliman, Q.C. 1101

Contact Person: Imelda A. Leros
Position: Executive Assistant
E-mail: imelda_leros@yahoo.com
Telephone/Mobile Nos: 926-47-36 / 0923-711-9948

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece															
2. BALLAST, 36 watts	piece													0	67.27	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet													0	72.54	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		5				10							15	36.40	546.00
5. BATTERY, size D, alkaline, 2 pcs./packet	packet		5				10							15	14.56	218.40
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	68.12	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	280.54	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	368.94	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	32.14	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	33.85	-
11. FUSE, 30 amperes	piece													0	103.79	-
12. FUSE, 60 amperes	piece													0	10.35	-
13. STARTER, 4-40 watts	piece													0	25.48	-
14. TAPE, electrical	roll													0	3.73	-
														0	18.20	-

ERMA
Encoded by: AUG 14 2014

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-
42. MOUSE, optical, USB conection type	piece													0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50. TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
74. RIBBON, Epson RN 8755	cart													0	84.76	-
75. RIBBON, Epson RN 8750	cart													0	76.75	-
76. RIBBON, Epson RN 7754	cart													0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-
2. AIR FRESHENER, 280ml/can	can		2											4	92.56	370.24
3. ALCOHOL, 70%, ethyl	bottle		3				5				2			8	37.70	301.60
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	364.00	-
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-
11. CLIP, bulldog (3")	piece													0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box													0	15.60	-
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
14. CLIP, backfold, 19mm, 12s/box	box													0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box													0	17.42	-
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-
21. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-
22. DATA FILE BOX, (5"x9"x15-3/4")	box		20				20				20			60	64.47	3,868.20
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-
24. ENVELOPE, documentary (10"x15"), 500s/box	box		1								1			2	560.56	1,121.12
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box		1				1				1			3	675.86	2,027.58
26. ENVELOPE, mailing white, 500s/box	box										1			1	159.78	159.78
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-
30. ENVELOPE, documentary, A4, 500s/box	box										1			1	526.24	526.24
31. ERASER, blackboard/whiteboard	piece													0	11.44	-
32. ERASER, rubber	piece													0	4.68	-
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack		5								5			10	413.92	4,139.20
36. FOLDER, tagboard, A4 size, 100s/box	pack		3								3			6	253.76	1,522.56
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	312.00	-
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	228.80	-
41. GLUE, all purpose, 300 grams min.	jar										3			3	37.43	112.29
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack													0	44.45	-
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	99.84	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	11.44	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set													0	41.60	-
54. MARKING PEN, whiteboard, black	piece													0	15.08	75.40
55. MARKING PEN, whiteboard, blue	piece										5			5	15.08	75.40
56. MARKING PEN, whiteboard, red	piece										5			5	15.08	75.40
57. MARKER, permanent, black	piece										3			3	15.08	45.24
58. MARKER, permanent, blue	piece													0	13.50	-
59. MARKER, permanent, red	piece													0	13.50	-
60. MARKING PEN, for transparency	set													0	13.50	-
61. NOTE BOOK, stenographer's, 40 leaves	piece		5				5							0	84.24	-
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad										5			15	7.49	112.35
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	36.40	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	52.00	-
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	112.32	-
66. OIL, for general purpose, 120 mL	bottle													0	31.20	-
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream		50				50				50			150	104.80	15,720.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad													0	20.57	-
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mm x 30M, 1/2" core	roll													0	37.44	-
76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm	ream													0	139.32	-
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream													0	161.20	-
78. PAPER FASTENER, for paper, metal, 50 sets/box	box													0	82.04	410.20
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box		5								5			5	15.60	78.00
80. PAPER CLIP, gem type, 32mm, 100s/box	box		5											5	8.84	44.20
81. PENCIL, lead, w/eraser, one(1) dozen per box	box													0	24.89	-
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-
84. RECORD BOOK, 300 pages, Smyth sewn	book										5			5	50.44	252.20
85. RECORD BOOK, 500 pages, Smyth sewn	book													0	88.40	-
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box													0	132.68	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
94. RULER, plastic, 300mm	piece						2							2	3.64	7.28
95. RULER, plastic, 450mm	piece													0	36.40	-
96. SIGN PEN, black	piece		10				10							0	41.48	1,244.40
97. SIGN PEN, blue	piece		10				10				10			30	41.48	1,244.40
98. SIGN PEN, red	piece										10			30	41.48	1,244.40
99. STAMP PAD INK, violet, 50mL	bottle													0	41.48	-
100. STAMP PAD, felt pad, min 60mm x 100mm	piece										3			3	27.04	81.12
101. STAPLE WIRE, standard, #35	box													0	24.96	-
102. TAPE, adding machine, GSP bond	roll													0	25.98	-
103. TAPE, masking, 24mm, 50 meters length	roll													0	10.66	-
104. TAPE, masking, 48mm, 50 meters length	roll		5								5			10	41.60	416.00
105. TAPE, transparent, 24mm, 50 meters	roll													0	83.82	-
106. TAPE, transparent, 48mm, 50 meters	roll		8								5			13	10.87	141.31
107. TAPE, packaging, 48mm, 50 meters length	roll													0	20.38	-
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle						2							2	19.24	38.48
109. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle													0	97.76	-
110. TOILET TISSUE, 12 rolls/pack	pack						8							0	87.36	-
111. TWINE, plastic, one kilo per roll	roll		2											8	61.15	489.20
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													2	57.20	114.40
														0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack		1													
2. CUTTER, heavy duty	piece													1	10.40	10.40
3. PUNCHER, heavy duty	piece						5							5	27.04	135.20
4. SCISSORS, (6")	pair						2							2	114.40	228.80
5. SHARPENER, single cutterhead	piece						3							3	18.72	56.16
6. STAMPING DATER, self-inking stamp	piece													0	147.35	-
7. STAPLER, heavy duty, standard	piece													0	436.80	-
8. STAPLE REMOVER, twin jaws	piece													0	162.84	-
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		3				3							6	19.64	117.84
10. WASTE BASKET, plastic	piece													0	40.23	-
														0	20.99	-
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-
2. BROOM, soft (tambo)	piece													0	119.60	-
3. BROOM, STICK (tingting)	piece													0	19.76	-
4. CLEANSER, powder, 350gms.	canister													0	17.32	-
5. DETERGENT POWDER, all purpose, 500gms.	pouch													0	17.16	-
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-
7. DISINFECTANT SPRAY, 400 grams net content	can													0	239.20	-
8. DUST PAN, non-rigid plastic, with detachable handle	piece													0	26.00	-
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-
12. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
13. INSECTICIDE, 600mL (420g) /can	can													0	116.48	-
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-
15. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-
16. RAG, COTTON, (7") in diameter	kilo													0	43.68	-
17. SCOURING PAD, economy size	pack													0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	33.28	-
20. TRASHBAG, plastic, black, (XL)	roll													0	103.79	-
														0		-
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream		5											5	119.22	596.10
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
4. FILING CABINET, four (4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-
6. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
10. CHAIR, monobloc, without armrest, beige/white	unit													0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit															
13. ELECTRIC FAN, with stand	unit													0	1,346.26	-
14. ELECTRIC FAN, wall type	unit													0	764.40	-
15. INDUSTRIAL FAN, 18" metal blade	unit													0	745.68	-
16. FACSIMILE TRANSCEIVER, uses thermal paper	unit													0	934.84	-
														0	4,451.20	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover																
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	unit													0	2,038.40	-

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HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set													0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:																-
Volume I (103 pages) - white color																-
Volume II (138 pages) - light blue color																-
Volume III (124 pages) - light yellow color																-
Volume IV (118 pages) - light green color																-
																-
OTHER CONSUMABLES																
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow, 14 ml	cart													0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11), yellow 28 ml	cart													0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart													0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart													0	973.08	-
14. INK CARTRIDGE, HP C4937A(HP 18), cyan	cart													0	809.88	-
15. INK CARTRIDGE, HP C4938A(HP 18), magenta	cart													0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18), yellow	cart													0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black, 10 ml	cart													0	606.90	-
18. INK CARTRIDGE, HP C8767WA(HP96), black, 21 ml	cart													0	737.46	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan, 4 ml	cart													0	1,230.12	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan, 5.5 ml	cart													0	393.72	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta, 5.5 ml	cart													0	393.72	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart													0	1,365.78	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart													0	682.38	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart													0	973.08	-
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart													0	973.08	-
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart													0	973.08	-
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart													0	1,363.74	-
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart													0	467.12	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart													0	390.66	-
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart													0	390.66	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart													0	390.66	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart													0	390.66	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart													0	628.32	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart													0	1,232.16	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart													0	722.16	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart													0	1,365.78	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart													0	588.54	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	1,177.08	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	706.86	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart													0	1,374.96	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart													0	589.86	-
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	903.72	-
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	984.30	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart													0	332.32	-
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart													0	322.32	-
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													0	747.66	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart													0	561.00	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart													0	561.00	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart													0	561.00	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart													0	1,122.00	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	332.32	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,550.40	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-
58. INK CARTRIDGE, Brother LC67HYH, yellow	cart													0	938.40	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	681.36	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	453.90	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	984.30	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-

Item & Specifications	Unit of Measure	Quantity Requirement													** P5 Price Catalogue as of (29.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-

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109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-

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136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-
141. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-
150. TONER CARTRIDGE, HP CE278A, black	cart													0	3,011.04	-
151. TONER CARTRIDGE, HP CE285A, black	cart													0	2,655.06	-
152. TONER CARTRIDGE, HP CE505A, black	cart													0	3,590.40	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	3,395.58	-
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,420.28	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	5,389.68	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	6,977.82	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-
169. TONER CARTRIDGE, Brother TN-2025	cart													0	2,601.00	-
170. TONER CARTRIDGE, Brother TN-2130	cart													0	1,785.00	-
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,264.00	-
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	-
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	25,586.70	-
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,095.92	-
179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,224.00	-
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	373.32	-
200. PRINthead, HP 11, black, C4810A, 8 ml	cart													0	1,365.78	-
201. PRINthead, HP 11, cyan, 8 ml	cart													0	1,365.78	-
202. PRINthead, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-
203. PRINthead, HP 11 yellow, 8 ml	cart													0	1,365.78	-
204. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-
205. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-
206. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart													0	3,391.50
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)															
Office Equipment and Accessories															
Toner for Panasonic KXFP 372 Fax Machine														0	-
Scanner (Flatbed)														0	-
LCD														0	-
LCD Projector														0	-
Vacuum Cleaner									1					1	27,820.00
Computer (Acer TRAVELMATE, Notebook Computer)														0	#VALUE!
Voice Recorder (Sony ICD UX543F/B UX 4GB Series Digital)									2					2	29,995.00
MS Windows (Office Mac Home and Student 2011)									2					2	7,900.00
9									1					1	8,400.00
10														0	-
Office Supplies															
A3 Paper (80 gsm)														0	-
Tracing Paper 8.5" X 11" (60-65gsm)														0	-
3														0	-
4														0	-
5														0	-
6														0	-
7														0	-
8														0	-
9														0	-
10														0	-
Audio and visual presentation and composing equipment															
1														0	-
2														0	-
3														0	-
4														0	-
5														0	-
6														0	-
7														0	-
8														0	-
9														0	-
10														0	-
Photographic or filming or video equipment															
1														0	-
2														0	-
3														0	-
4														0	-
5														0	-

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Supplies														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Equipment and Accessories														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
*Other Categories														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
***GRAND TOTAL:														0		-

177,568.29

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:

Imelda A. Larios

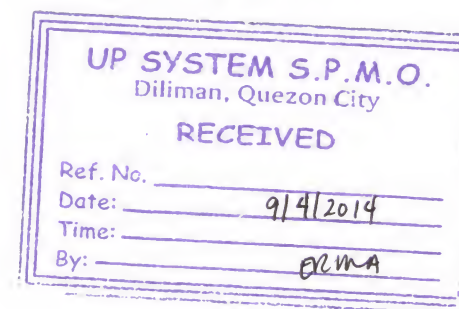
IMELDA A. LERIOS, Executive Assistant
Property/Supply Officer

Accountant /
Local Budget Officer

[Signature]
Head of Office/Agency

Date Prepared: 31 July 2014

UNIVERSITY OF THE PHILIPPINES SYSTEM
UP Diliman, Quezon City



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION (OVPA)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE / MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
5216153 5-DV- R01	DIGITAL VOICE RECORDER, MEMORY, 5GB (EXPANDABLE)	1	6,188.00												
4511160 9-MM- P01	MULTIMEDIA PROJECTOR, 3000 MIN ANSI LUMENS, DLP	1	18,616.00												
4712170 2-WB- P01	WIRELESS N-ROUTER	1	1,037.92												
	DESKTOP COMPUTER	3	70,000.00												
	HP PRINTER DESKJET INK ADVANTAGE 3525	3	21,000.00												
	HP SCANNERJET 5000 SHEET- FEED SCANNER	1	60,000.00												
	TOTAL AMOUNT		176,841.92												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

mylapan-todas
MONA LIZA S. TODAS
Project Development Officer IV *pi*

Submitted By:

MA
MARAGTAS S.V. AMANTE
Vice President for Administration

ANNUAL PROCUREMENT PLAN FOR 2014

For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: UP System/Office of the Vice President for Administration (OVPA)
Region: NCR

Region: NCR

Address: OVPA, G/F Quezon Hall, UP Diliman Campus, Q.C.

Contact Person: Mona Liza S. Todas
Position: Project Development Officer IV
E-mail : ovpa@up.edu.ph
Telephone/Mobile Nos: 9250984

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (03.09.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
		A. AVAILABLE AT PROCUREMENT SERVICE STORES															
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece	1															
2. BALLAST, 36 watts	piece	1												1	72.70	72.70	
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	5			5			5			5			1	71.03	71.03	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	5			5			5			5			20	15.39	307.80	
														20	14.46	289.20	

5. COMPACT FLUORESCENT LIGHT, 18 watts	piece	8		8		8		8		8		32	99.74	3,191.68
COMMON COMPUTER SUPPLIES/CONSUMABLES														
1. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	30		30		30		30		30		120	21.11	2,533.20
2. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			6				6				12	382.72	4,592.64
3. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece			6				6				12	287.04	3,444.48
4. INK CARTRIDGE, HP CB314A (HP 900), black	cart	7		7		7		7		7		28	261.04	7,309.12
5. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart	6		6		6		6		6		24	353.60	8,486.40
ADDITIONAL (NOT PHILGEPS LIST)														
6. INK CARTRIDGE, HP CZ123AA, BLACK	cart	6		6		6		6		6		24	400.00	9,600.00
7. INK CARTRIDGE, HP CZ123AA, MAGENTA	cart	6		6		6		6		6		24	300.00	7,200.00
8. INK CARTRIDGE, HP CZ123AA, CYAN	cart	6		6		6		6		6		24	300.00	7,200.00
9. INK CARTRIDGE, HP CZ123AA, YELLOW	cart	6		6		6		6		6		24	300.00	7,200.00
COMMON OFFICE SUPPLIES														
1. ALCOHOL, 70%, ethyl	bottle	20		20		20		20		20		80	37.26	2,980.80
2. AUDIO CASSETTE TAPE, 90min. recording time	piece	15		15		15		15		15		60	22.88	1,372.80
3. CLIP, backfold, 25mm, 12s/box	box	3		3		3		3		3		12	10.92	131.04
4. CLIP, backfold, 50mm, 12s/box	box	3		3		3		3		3		12	43.68	524.16
5. CLIP, backfold, 19mm, 12s/box	box	3		3		3		3		3		12	7.28	87.36
6. CLIP, backfold, 32mm, 12s/box	box	3		3		3		3		3		12	16.33	195.96
7. DATA FILE BOX, (5"x9"x15-3/4")	box	5		5		5		5		5		20	69.73	1,394.60

8. ENVELOPE, documentary (10"x15"), 500s/box	box	1												1	507.40	507.40
9. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1						1						2	600.88	1,201.76
10. ENVELOPE, mailing white, 500s/box	box	1												1	139.36	139.36
11. ENVELOPE, documentary, A4, 500s/box	box	1												1	403.52	403.52
12. FOLDER, tagboard, A4 size, 100s/box	pack	3			3			3			3			12	243.82	2,925.84
13. FOLDER, tagboard, Legal4 size, 100s/box	pack	3			3			3			3			12	243.82	2,925.84
14. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	1												1	299.98	299.98
15. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1												1	154.96	154.96
16. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	2			2			2			2			8	175.76	1,406.08
17. MARKING PEN, whiteboard, black	piece	2			2			2			2			8	11.80	94.40
18. MARKING PEN, whiteboard, blue	piece	2			2			2			2			8	11.80	94.40
19. MARKING PEN, whiteboard, red	piece	2			2			2			2			8	11.80	94.40
20. MARKER, permanent, black	piece	5			5			5			5			20	12.15	243.00
21. MARKER, permanent, blue	piece	5			5			5			5			20	12.15	243.00
22. MARKER, permanent, red	piece	5			5			5			5			20	12.15	243.00
23. NOTE BOOK, stenographer's, 40 leaves	piece	10			10			10			10			40	8.84	353.60
24. NOTE PAD, (3"x3"), 100 sheets/pad	pad	30			30			30			30			120	38.15	4,578.00
25. NOTE PAD, (3"x4"), 100 sheets/pad	pad	30			30			30			30			120	53.96	6,475.20
26. NOTE PAD, (2"x3"), 100 sheets/pad	pad	30			30			30			30			120	31.18	3,741.60

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[illegible]

*Other categories that are not indicated herein

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

UNIVERSITY OF THE PHILIPPINES

Diliman, Quezon City 1101, Philippines

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) - 2014

END-USER/UNIT: Office of the Vice President for Development (OVPD)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Appraisal Services	2 comparative valuations per project - 10 projects	PHP 1,000,000		1	1	1	1	1	1	1	1	1	1	
	Consultancy Services	Technical Studies - 5 projects	2,000,000		1		1		1		1		1		
	Desktop Computer	Set - 3 sets	300,000							1		1		1	
	Laptop Computer	Unit - 6 units	600,000						1	1	1	1	1	1	
	Titling/ Land Registration	Per Project - 10 projects	3,000,000		1	1	1	1	1	1	1	1	1	1	
	Development Land Lease, Design-and-Build Projects	Per Project (Bidding) - 6 projects	24,000,000						1	1	1	1	1	1	
	Office Application Software	Per Package - 5 packages (approx.)	1,000,000							1	1	1	1	1	
	ICT and Other Office Equipment	Per unit - 5 units (approx.)	1,000,000							1	1	1	1	1	

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

EDMUNDO A. CAMELLO
College Business Manager III

Submitted By:

ELVIRA A. ZAMORA
Vice President for Development

o deb by:
na olic
7/31/14

ANNUAL PROCUREMENT PLAN FOR 2014

For Common-Use Supplies and Equipment

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8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT
Region: NCR
Address: 3rd Floor, University of the Philippines, Administration Building
UP Diliman, Quezon City

Contact Person: Nelda G. Gutierrez
Position: Administrative Officer IV
E-mail : nggutierrez14@gmail.com
Telephone/Mobile Nos: 9282888

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sheets/box	box													0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sheets/box	box													0	951.08	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sheets/box	box													0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sheets/box	box													0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sheets/box	box													0	338.00	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sheets/box	box													0	722.80	-
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	50.84	-
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-
1. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece													0	8.79	-
2. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece													0	16.62	-
3. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece				20									20	11.70	234.00
4. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece				20									20	19.96	399.20
5. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece				12									12	292.08	3,504.96
6. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece				12									12	468.00	5,616.00
7. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
8. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-
9. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-
10. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
1. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-
2. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
3. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
4. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-
5. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-
6. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-
7. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-
8. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	615.06	-
9. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	708.90	-
10. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
1. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
2. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
3. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
4. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	256.02	-
5. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-
6. INK CARTRIDGE, Epson TO17	cart													0		-
7. INK CARTRIDGE, Epson TO18	cart													0		-
8. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
9. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
0. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
1. INK CARTRIDGE, Epson TO39	cart													0	755.82	-
2. MOUSE, optical, USB conection type	piece					2								2	197.60	395.20
3. TONER CARTRIDGE, HP C3906A	cart													0	3,063.06	-
4. TONER CARTRIDGE, HP C3903A	cart													0	3,588.00	-
5. TONER CARTRIDGE, HP C4092A	cart													0	2,657.10	-
6. TONER CARTRIDGE, HP C4096A	cart													0	4,112.64	-
7. TONER CARTRIDGE, HP C7115A	cart													0	2,523.48	-
8. TONER CARTRIDGE, HP 92298A	cart													0	4,498.20	-
9. TONER CARTRIDGE, HP C4127X	cart													0	5,451.90	-
0 TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
1. TONER CARTRIDGE, HP Q2612A	cart													0	2,866.20	-
2. TONER CARTRIDGE, HP Q5942A	cart													0	6,105.72	-
3. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
4. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
5. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
6. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
7. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
8. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
9. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
0. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
1. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
2. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
3. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
4. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-
5. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
6. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
7. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
8. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
9. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
0. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
1. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
2. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
3. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
4. RIBBON, Epson RN 8755	cart													0	84.76	-
5. RIBBON, Epson RN 8750	cart													0	76.75	-
6. RIBBON, Epson RN 7754	cart													0	127.50	-
7. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-
8. RIBBON, Epson RN SO 15327	cart													0	328.44	-
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-
2. AIR FRESHENER, 280mL/can	can		2					2						4	92.56	370.24
3. ALCOHOL, 70%, ethyl	bottle		6					6						12	37.70	452.40
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	364.00	-

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1. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-
1. CARTOLINA, white, 20s/pack	pack													0	57.20	-
0. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-
1. CLIP, bulldog (3")	piece													0	8.42	-
2. CLIP, backfold, 25mm, 12s/box	box													0	15.60	-
3. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
4 CLIP, backfold, 19mm, 12s/box	box													0	7.54	-
5. CLIP, backfold, 32mm, 12s/box	box													0	17.42	-
6. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-
7. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-
8. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-
9. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-
0. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-
1. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-
2. DATA FILE BOX, (5"x9"x15-3/4")	box													0	64.47	-
3. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-
4. ENVELOPE, documentary (10"x15"), 500s/box	box													0	560.56	-
5. ENVELOPE, expanding, kraft, legal size, 100s/box	box													0	675.86	-
6. ENVELOPE, mailing white, 500s/box	box													0	159.78	-
7. ENVELOPE, mailing white with window, 500s	box													0	207.58	-
8. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-
9. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-
0. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-
1. ERASER, blackboard/whiteboard	piece													0	11.44	-
2. ERASER, rubber	piece													0	4.68	-
3. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-
4. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
5. FOLDER, tagboard, legal size, 100s/box	pack													0	413.92	-
6. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
7. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-
8. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	312.00	-
9. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-
0. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	228.80	-
1. GLUE, all purpose, 300 grams min.	jar													0	37.43	-
2. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-
3. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack													0	44.45	-
4. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	99.84	-
5. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-
6. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-
7. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-
8. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	11.44	-
9. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-
0. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-
1. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
2. MAP PIN, round head, 100s/box	box													0	36.40	-
3. MARKER, fluorescent, 3 colors/set	set													0	41.60	-
4. MARKING PEN, whiteboard, black	piece													0	15.08	-

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5. MARKING PEN, whiteboard, blue	piece													0	15.08	-
6. MARKING PEN, whiteboard, red	piece													0	15.08	-
7. MARKER, permanent, black	piece													0	13.50	-
8. MARKER, permanent, blue	piece													0	13.50	-
9. MARKER, permanent, red	piece													0	13.50	-
10. MARKING PEN, for transparency	set													0	84.24	-
11. NOTE BOOK, stenographer's, 40 leaves	piece													0	7.49	-
12. NOTE PAD, (3"x3"), 100 sheets/pad	pad		10						5					15	36.40	546.00
13. NOTE PAD, (3"x4"), 100 sheets/pad	pad		10						5					15	52.00	780.00
14. NOTE PAD, (2"x2"), 400 sheets/pad	pad		10						5					15	112.32	1,684.80
19. NOTE PAD, (2"x3"), 100 sheets/pad	pad		10											10	31.20	312.00
16. OIL, for general purpose, 120 mL	bottle													0	30.99	-
17. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream		20						10					30	104.80	3,144.00
18. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
10. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
1. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream		5						5					10	144.35	1,443.50
2. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	194.66	-
3. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad													0	20.57	-
4. PAPER, thermal,210mmx30M, 1/2" core	roll													0	36.40	-
5. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	37.44	-
6. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream													0	139.32	-
7. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream													0	161.20	-
8.PAPER FASTENER, for paper, metal, 50 sets/box	box													0	82.04	-
9.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box													0	15.60	-
10. PAPER CLIP, gem type, 32mm, 100s/box	box													0	8.84	-
11. PENCIL, lead, w/eraser, one(1) dozen per box	box													0	24.89	-
12. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
13. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-
14. RECORD BOOK, 300 pages, smyth sewn	book													0	50.44	-
15. RECORD BOOK, 500 pages, smyth sewn	book													0	88.40	-
16. RIBBON, nylon, manual typewriter	spool													0	15.81	-
17. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
18. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
19. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
10. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
11. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
12. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
13. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or pprox 220pcs	box													0	132.68	-
14. RULER, plastic, 300mm	piece													0	3.64	-
15. RULER, plastic, 450mm	piece													0	36.40	-
16. SIGN PEN, black	piece		12											12	41.48	497.76
17. SIGN PEN, blue	piece		12											12	41.48	497.76
18. SIGN PEN, red	piece		12											12	41.48	497.76
19. STAMP PAD INK, violet, 50mL	bottle													0	27.04	-
100. STAMP PAD, felt pad, min 60mm x 100mm	piece													0	24.96	-
101. STAPLE WIRE, standard, #35	box													0	25.98	-
102. TAPE, adding machine, GSP bond	roll													0	10.66	-

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03. TAPE, masking, 24mm, 50 meters length	roll													0	41.60	-
04. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-
05. TAPE, transparent, 24mm, 50 meters	roll		4											4	10.87	43.48
06. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-
07. TAPE, packaging, 48mm, 50 meters length	roll													0	19.24	-
08. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
09. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
10. TOILET TISSUE, 12 rolls/pack	pack		20						20					40	61.15	2,446.00
11. TWINE, plastic, one kilo per roll	roll													0	57.20	-
12. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
COMMON OFFICE DEVICES																
. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	10.40	-
. CUTTER, heavy duty	piece													0	27.04	-
. PUNCHER, heavy duty	piece													0	114.40	-
. SCISSORS, (6")	pair													0	18.72	-
. SHARPENER, single cutterhead	piece													0	147.35	-
. STAMPING DATER, self-inking stamp	piece													0	436.80	-
. STAPLER, heavy duty, standard	piece		2											2	162.84	325.68
. STAPLE REMOVER, twin jaws	piece													0	19.64	-
. TAPE DISPENSER, heavy duty, for 24mm(1")	piece													0	40.23	-
0. WASTE BASKET, plastic	piece													0	20.99	-
COMMON JANITORIAL SUPPLIES																
. BATHROOM SOAP, 70gms.	piece													0	14.56	-
. BROOM, soft (tambo)	piece													0	119.60	-
. BROOM, STICK (tingting)	piece													0	19.76	-
. CLEANSER, powder, 350gms.	canister													0	17.32	-
. DETERGENT POWDER, all purpose, 500gms.	pouch													0	17.16	-
. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-
. DISINFECTANT SPRAY, 400 grams net content	can													0	239.20	-
. DUST PAN, non-rigid plastic, with detachable handle	piece													0	26.00	-
. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
0. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
1. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-
2. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-
3. INSECTICIDE, 600mL (420g)/can	can		2											2	116.48	232.96
4. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-
5. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-
6. RAG, COTTON, (7") in diameter	kilo													0	43.68	-
7. SCOURING PAD, economy size	pack													0	131.96	-
8. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-
9. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, pcs/pack	box													0	33.28	-
0. TRASHBAG, plastic, black, (XL)	roll													0	103.79	-

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LEGAL SIZE PAPER																
. PAPER, bond, Premium Grade	ream													0	119.22	-
. PAPER, mimeo, Groundwood	ream													0	91.52	-
. PAPER, mimeo, Whitewove	ream													0	120.02	-
. PAPER, for PPC	ream													0	173.33	-
. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-
COMMON OFFICE EQUIPMENT																
. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-
... CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-
. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-
i. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit		2											2	341.12	682.24
i. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
o. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-
1. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
2. ELECTRIC FAN, orbit type	unit													0	1,346.26	-
3. ELECTRIC FAN, with stand	unit													0	764.40	-
4. ELECTRIC FAN, wall type	unit													0	745.68	-
5. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
6. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit													0	4,451.20	-
7. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-
8. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-
9. MULTIMEDIA PROJECTOR, 2000 ansi Lumens,	unit													0	24,939.20	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
2000 hours lamp life, supports SVGA to SXGA (compressed) resolution																
0. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
1. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-
2. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-
3. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-
4. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-
5. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-
6. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-
7. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-
8. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-
9. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-
0. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	unit													0	2,038.40	-
HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 11-1/2" x 11", offset printing, one color print, laminated romcote cover, newsprint inside pages, perfect binding for:																
1. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-
2. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-
3. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-
4. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	32.40	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-	
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set													0	130.00	-	
Volume I (103 pages) - white color																-	
Volume II (138 pages) - light blue color																-	
Volume III (124 pages) - light yellow color																-	
Volume IV (118 pages) - light green color																-	
OTHER CONSUMABLES																	
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-	
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-	
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-	
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	981.24	-	
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-	
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-	
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart													0	1,332.12	-	
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	973.08	-	
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	1,346.40	-	
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-	
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-	
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart													0	973.08	-	
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart													0	809.88	-	
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	606.90	-	
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart													0	606.90	-	
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart													0	606.90	-	
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart													0	737.46	-	
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	1,230.12	-	
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	393.72	-	
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-	
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-	
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart													0	393.72	-	
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart													0	393.72	-	
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart													0	1,365.78	-	
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart													0	682.38	-	
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart													0	973.08	-	
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart													0	973.08	-	
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart													0	973.08	-	
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart													0	1,363.74	-	
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart													0	467.12	-	
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart													0	390.66	-	
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart													0	390.66	-	
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart													0	390.66	-	
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart													0	390.66	-	
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart													0	628.32	-	
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart													0	1,232.16	-	
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart													0	722.16	-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
8. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart													0	1,365.78	-
9. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart													0	588.54	-
0. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	1,177.08	-
1. INK CARTRIDGE, HP CC643WA (HP 60), tricolor, 13 ml	cart													0	706.86	-
2. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor, 11 ml	cart													0	1,374.96	-
3. INK CARTRIDGE, HP CC653AA (HP 901), black officejet, 4 ml	cart													0	589.86	-
4. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	903.72	-
5. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	984.30	-
6. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart													0	332.32	-
7. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart													0	322.32	-
8. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													0	747.66	-
9. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart													0	561.00	-
0. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart													0	561.00	-
1. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart													0	561.00	-
2. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart													0	1,122.00	-
3. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-
4. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	332.32	-
5. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,550.40	-
6. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-
7. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-
8. INK CARTRIDGE, Brother LC67HYH, yellow	cart													0	938.40	-
9. INK CARTRIDGE, Brother LC 39BK, black	cart													0	681.36	-
0. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-
1. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-
2. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	453.90	-
3. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	984.30	-
6. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
7. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-
8. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-
9. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-
0. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus 60/CX3100	cart													0	1,138.32	-
1. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus 60/ C50/ CX3100	cart													0	1,039.38	-
2. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus 80/C82/ CX5100	cart													0	1,228.08	-
3. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus 80	cart													0	586.50	-
4. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-
5. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus 80	cart													0	586.50	-
6. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus 41SX/UX	cart													0	482.46	-
7. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus 41SX/UX (Double Pack)	cart													0	850.68	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
8. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus 41SX/UX	cart													0	755.82	-
9. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus 82/CX5100	cart													0	534.48	-
10. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus 82/CX5100	cart													0	534.48	-
11. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus 82/CX5100	cart													0	534.48	-
12. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus 63/C83	cart													0	614.04	-
13. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus 63/C83	cart													0	378.42	-
14. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus 63/C83	cart													0	378.42	-
15. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus 63/C83	cart													0	378.42	-
16. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-
17. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-
18. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
19. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
20. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
21. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-
22. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-
23. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
24. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-
25. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus 40W/TX600FW	cart													0	849.66	-
26. INK CARTRIDGE, Epson C13T103290, Cyan, for printer Stylus 40W/TX600FW	cart													0	566.10	-
27. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus 40W/TX600FW	cart													0	566.10	-
28. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus 40W/TX600FW	cart													0	566.10	-
29. INK CARTRIDGE, Epson C13T104190, black, for printer C110, X7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
30. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, X7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
01. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus '10/T11/ T13/ '30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N	cart													0	424.32	-
02. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus '10/T11/ T13/ '30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N	cart													0	424.32	-
03. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ X210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N	cart													0	424.32	-
04. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus '10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ X210/TX400/TX550W/ X300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX800/CX9300F, Pigment - 73N	cart													0	424.32	-
05. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ '13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
06. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ '13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
07. INK CARTRIDGE, Epson C13T107390, Magenta, for printer '10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
08. INK CARTRIDGE, Epson C13T107490, Yellow, for printer '10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
09. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap	cart													0	940.44	-
10. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap	cart													0	940.44	-
11. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap	cart													0	940.44	-
12. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus 'hoto R270/ 290/390/RX590, High Cap	cart													0	940.44	-
13. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer tylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-

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14. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/290/390/RX590, High Cap	cart													0	940.44	-
15. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
16. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
17. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
18. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
19. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
20. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
21. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F-41	cart													0	302.94	-
22. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F-41	cart													0	302.94	-
23. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F-141	cart													0	302.94	-
24. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F-141	cart													0	302.94	-
25. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 160FWD/900WD-143	cart													0	576.30	-
26. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME 160FWD/900WD-143	cart													0	453.90	-
27. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME 160FWD/900WD-143	cart													0	453.90	-
28. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME 160FWD/900WD-143	cart													0	453.90	-
29. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
30. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
31. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
32. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
33. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
34. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
35. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-
36. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-
37. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-
38. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-
39. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-
40. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-
41. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-
42. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-
43. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-

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44. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-
45. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-
46. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-
47. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-
48. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-
49. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-
50. TONER CARTRIDGE, HP CE278A, black	cart													0	3,011.04	-
51. TONER CARTRIDGE, HP CE285A, black	cart													0	2,655.06	-
52. TONER CARTRIDGE, HP CE505A, black	cart													0	3,590.40	-
53. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-
54. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-
55. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-
56. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-
57. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	3,395.58	-
58. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,420.28	-
59. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-
60. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-
61. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	5,389.68	-
62. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-
63. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-
64. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	6,977.82	-
65. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-
66. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
67. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
68. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-
69. TONER CARTRIDGE, Brother TN-2025	cart													0	2,601.00	-
70. TONER CARTRIDGE, Brother TN-2130	cart													0	1,785.00	-
71. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,264.00	-
72. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	-
73. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-
74. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-
75. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-
76. TONER CARTRIDGE, Lexmark T650H11P	cart													0	25,586.70	-
77. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-
78. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,095.92	-
79. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,194.86	-
80. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,053.08	-

[illegible]

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
														0		-
														0		-
Cleaning Equipment and Supplies																
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
Paper Materials and Products																
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
Lighting and fixtures and accessories																
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
														0		-
Electrical equipment and components and supplies																
6 Gang outlet extension wire														0		-
heavy duty	set													0		-
														0		-
														0		-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
														0	-
														0	-
														0	-
														0	-
														0	-
0														0	-
Computer Supplies															
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
0														0	-
Computer Equipment and Accessories															
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
0														0	-
*Other Categories															
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
														0	-
0														0	-

**GRAND TOTAL:

65,225.94

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

Item & Specifications	Unit of Measure	Quantity Requirement											** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total

APPROVED BUDGET:

Other categories that are not indicated herein

*Prices are FOB Manila/Applicable for items under A.

**Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


NELDA G. GUTIERREZ

Administrative Officer

Certified Funds Available /


Certified Appropriate Funds Available:

SUSAN C. SANCHEZ

Accountant /

Local Budget Officer

Approved:

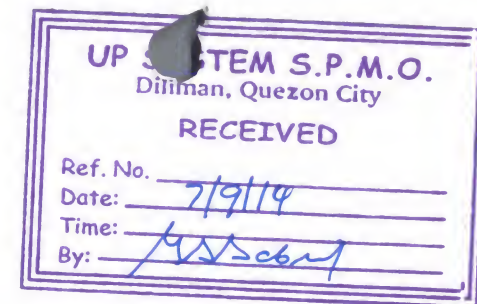


ELVIRA A. ZAMORA

Vice President for Development

Date Prepared: _____

UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City, 1101



PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: **OVPPE**

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Hp CE 505 A	Box	P 3,600			2						2			
	Hp Q5949A	Box	3,600		2						2				
	Hp 950 Black	INK CARTRIDGE	1,450		2						2				
	Hp 951 Tri-color	INK CARTRIDGE	1,080		3							3			
	GESTETNER XEROX	TONER BLACK	2,710.40			3						3			
	.GESTETNER XEROX REPAIR	ONE LOT	39,308.52			1									
	HP INK #703 BLACK	BOX	400		4						4				
	HP INK #703 TRI-COLOR	BOX	400		3						3				

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

LEOPOLDO LOBRICÓ JR.
AO -III

Submitted By:

JOSELITO G. FLORENDO
Vice-President for Planning and Finance
8 June 2014

Assessed by Anna

JUL 30 2014

1.

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: University of the Philippines - Office of the Vice-president for Planning and Finance
Region: NCR
Address: 3rd Floor, Office of the Vice-President for Planning and Finance, Administration Building,
Quezon Hall, U.P. Diliman, Quezon City

Contact Person: Leopoldo Lobricio Jr.
Position: AO III
E-mail : _____
Telephone/Mobile Nos: 928-2866

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece													0	67.27	-
2. BALLAST, 36 watts	piece													0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet		24							24				48	36.40	1,747.20
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		10							5				15	14.56	218.40
5. BATTERY, size D, alkaline, 2 pcs./packet	packet													0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	368.94	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	32.14	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece		12											12	103.79	1,245.48
11. FUSE, 30 amperes	piece													0	10.35	-
12. FUSE, 60 amperes	piece													0	25.48	-
13. STARTER, 4-40 watts	piece													0	3.73	-
14. TAPE, electrical	roll		2											2	18.20	36.40

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-
42. MOUSE, optical, USB conection type	piece													0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50. TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart		2					2			2			6	2,928.42	17,570.52
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
74. RIBBON, Epson RN 8755	cart													0	84.76	-
75. RIBBON, Epson RN 8750	cart													0	76.75	-
76. RIBBON, Epson RN 7754	cart													0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-
2. AIR FRESHENER, 280mL/can	can										2			2	92.56	185.12
3. ALCOHOL, 70%, ethyl	bottle		20											20	37.70	754.00
4. AUDIO CASSETTE TAPE, 90min. recording time	piece		24											24	16.12	386.88

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	364.00	-
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-
11. CLIP, bulldog (3")	piece													0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box													0	15.60	-
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
14. CLIP, backfold, 19mm, 12s/box	box													0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box													0	17.42	-
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-
21. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	64.47	-
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-
24. ENVELOPE, documentary (10"x15"), 500s/box	box													0	560.56	-
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box						1							1	675.86	675.86
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-
30. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-
31. ERASER, blackboard/whiteboard	piece													0	11.44	-
32. ERASER, rubber	piece													0	4.68	-
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack													0	413.92	-
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack						1							1	301.60	301.60
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle						1							1	312.00	312.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	228.80	-
41. GLUE, all purpose, 300 grams min.	jar													0	37.43	-
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack													0	44.45	-
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	99.84	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	11.44	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set													0	41.60	-
54. MARKING PEN, whiteboard, black	piece													0	15.08	-
55. MARKING PEN, whiteboard, blue	piece													0	15.08	-
56. MARKING PEN, whiteboard, red	piece													0	15.08	-
57. MARKER, permanent, black	piece													0	13.50	-
58. MARKER, permanent, blue	piece													0	13.50	-
59. MARKER, permanent, red	piece													0	13.50	-
60. MARKING PEN, for transparency	set													0	84.24	-
61. NOTE BOOK, stenographer's, 40 leaves	piece										10			10	7.49	74.90
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad		20											20	36.40	728.00
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad		20											20	52.00	1,040.00
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad		10											10	31.20	312.00
66. OIL, for general purpose, 120 mL	bottle										2			2	30.99	61.98
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream		50				60				50			160	104.80	16,768.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad													0	20.57	-
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mm x 30M, 1/2" core	roll													0	37.44	-
76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm	ream													0	139.32	-
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream													0	161.20	-
78. PAPER FASTENER, for paper, metal, 50 sets/box	box													0	82.04	-
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box													0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box						24							24	8.84	212.16
81. PENCIL, lead, w/eraser, one(1) dozen per box	box													0	24.89	-
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-
84. RECORD BOOK, 300 pages, Smyth sewn	book										3			3	50.44	151.32
85. RECORD BOOK, 500 pages, Smyth sewn	book													0	88.40	-
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box													0	132.68	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
94. RULER, plastic, 300mm	piece													0	3.64	-
95. RULER, plastic, 450mm	piece													0	36.40	-
96. SIGN PEN, black	piece		12								12			24	41.48	995.52
97. SIGN PEN, blue	piece		24								24			48	41.48	1,991.04
98. SIGN PEN, red	piece													0	41.48	-
99. STAMP PAD INK, violet, 50mL	bottle													0	27.04	-
100. STAMP PAD, felt pad, min 60mm x 100mm	piece													0	24.96	-
101. STAPLE WIRE, standard, #35	box													0	25.98	-
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll													0	41.60	-
104. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-
105. TAPE, transparent, 24mm, 50 meters	roll													0	10.87	-
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-
107. TAPE, packaging, 48mm, 50 meters length	roll										2			2	19.24	38.48
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
110. TOILET TISSUE, 12 rolls/pack	pack						12							12	61.15	733.80
111. TWINE, plastic, one kilo per roll	roll													0	57.20	-
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													4	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	10.40	-
2. CUTTER, heavy duty	piece						5							5	27.04	135.20
3. PUNCHER, heavy duty	piece						3							3	114.40	343.20
4. SCISSORS, (6")	pair						4							4	18.72	74.88
5. SHARPENER, single cutterhead	piece													0	147.35	-
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-
7. STAPLER, heavy duty, standard	piece										2			2	162.84	325.68
8. STAPLE REMOVER, twin jaws	piece													0	19.64	-
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		1											1	40.23	40.23
10. WASTE BASKET, plastic	piece		2						2					4	20.99	83.96
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-
2. BROOM, soft (tambo)	piece													0	119.60	-
3. BROOM, STICK (tingting)	piece													0	19.76	-
4. CLEANSER, powder, 350gms.	canister													0	17.32	-
5. DETERGENT POWDER, all purpose, 500gms.	pouch													0	17.16	-
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-
7. DISINFECTANT SPRAY, 400 grams net content	can													0	239.20	-
8. DUST PAN, non-rigid plastic, with detachable handle	piece													0	26.00	-
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-
12. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
13. INSECTICIDE, 600mL (420g) /can	can										2			2	116.48	232.96
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-
15. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-
16. RAG, COTTON, (7") in diameter	kilo													0	43.68	-
17. SCOURING PAD, economy size	pack													0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	33.28	-
20. TRASHBAG, plastic, black, (XL)	roll													0	103.79	-
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream													0	119.22	-
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit															
2. FILING CABINET, four (4) drawers, steel, plain	unit													0	1,144.00	-
finish, w/ 8 ball bearing rollers, gauge 24														0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain	unit															
finish, w/ 8 ball bearing rollers, gauge 20														0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display	unit													0	1,892.80	-
AC power source, Canon																
7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit		2						2					4	341.12	1,364.48
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
10. CHAIR, monobloc, without armrest, beige/white	unit															
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	239.20	-
														0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-
13. ELECTRIC FAN, with stand	unit													0	764.40	-
14. ELECTRIC FAN, wall type	unit													0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
16. FACSIMILE TRANSCIEVER, uses thermal paper	unit													0	4,451.20	-

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50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover																
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	unit													0	2,038.40	-

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HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set													0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:																-
Volume I (103 pages) - white color																-
Volume II (138 pages) - light blue color																-
Volume III (124 pages) - light yellow color																-
Volume IV (118 pages) - light green color																-
OTHER CONSUMABLES																
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart													0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart													0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart													0	809.88	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	606.90	-
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart													0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart													0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart													0	737.46	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	1,230.12	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	393.72	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart													0	393.72	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart													0	393.72	-

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24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart													0	1,365.78	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart													0	682.38	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart													0	973.08	-
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart													0	973.08	-
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart													0	973.08	-
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart													0	1,363.74	-
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart													0	467.12	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart													0	390.66	-
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart													0	390.66	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart													0	390.66	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart													0	390.66	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart													0	628.32	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart													0	1,232.16	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart													0	722.16	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart													0	1,365.78	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart													0	588.54	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	1,177.08	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	706.86	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart													0	1,374.96	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart													0	589.86	-
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	903.72	-
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	984.30	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart													0	332.32	-
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart													0	322.32	-
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													0	747.66	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart													0	561.00	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart													0	561.00	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart													0	561.00	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart													0	1,122.00	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	332.32	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,550.40	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-
58. INK CARTRIDGE, Brother LC67HY, yellow	cart													0	938.40	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	681.36	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	453.90	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	984.30	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-
70. INK CARTRIDGE, Epson C13To280g1, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-

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71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-

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95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-
141. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-
150. TONER CARTRIDGE, HP CE278A, black	cart													0	3,011.04	-
151. TONER CARTRIDGE, HP CE285A, black	cart													0	2,655.06	-
152. TONER CARTRIDGE, HP CE505A, black	cart		2						2					4	3,590.40	14,361.60
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	3,395.58	-
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,420.28	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	5,389.68	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	6,977.82	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-
169. TONER CARTRIDGE, Brother TN-2025	cart													0	2,601.00	-
170. TONER CARTRIDGE, Brother TN-2130	cart													0	1,785.00	-
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,264.00	-
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	-
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	25,586.70	-
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,095.92	-
179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,224.00	-
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	373.32	-
200. PRINthead, HP 11, black, C4810A, 8 ml	cart													0	1,365.78	-
201. PRINthead, HP 11, cyan, 8 ml	cart													0	1,365.78	-
202. PRINthead, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-
203. PRINthead, HP 11 yellow, 8 ml	cart													0	1,365.78	-
204. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-
205. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-
206. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-

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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

***GRAND TOTAL:

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.


***Grand total for items under A and B

UP SYSTEM S.P.M.O. Diliman, Quezon City	
RECEIVED	
Ref. No. _____	_____
Date: _____	7/9/14
Time: _____	_____
By: _____	js sobing

65,189.05

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



LEOPOLDO LOBRICO, JR.
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

SUSAN C. SANCHEZ

OIC, System Accounting Office /
Local Budget Officer

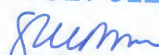
Approved:


JOSELITO G. FLORENDO
Head of Office/Agency
8 July 2014

DATE PREPARED; 8 JULY 2014

P65,189.05 ch vs OVRPF mode

BUDGET CLEARANCE


NOREEN P. ESCULTURA
Budget Director

8/7/8

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

UP SYSTEM S.P.M.O.
Diliman, Quezon City

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Ref. No. _____
Date: 8/8/14
Time: 3:00 PM
By: ERUMA

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2014

END-USER/UNIT: **OFFICE OF THE VICE PRESIDENT FOR PUBLIC AFFAIRS**

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	I. Services														
	A. Professional Services														
	1. Speech Writer		90,000.00.												
	2. Consultant for Legislative Affairs		60,000.00												
	3. Editor, UP Forum and Newsletter		60,000.00												
	B. Printing Services														
	1. Tarpauline Printing		12,000.00												
	C. Other Services														
	1. Janitorial services		24,000.00												
	2. Notarial Services		2,000.00												

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AUG 11 2014

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

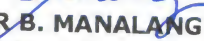
	2. Not available at SSPMO		33,275.00																
	B. Thru Procurement Service Store																		
	C. Thru Other Sources																		

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: :


JERRY T. VALDEZ
Admin Aide IV

Certified Correct:


AMOR B. MANALANG
Typesetter III

Submitted By:


J. PROSPERO E. DE VERA III, DPA
Vice President for Public Affairs

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
 2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
 3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
 4. Do not delete any field in the APP Form.
 5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
 6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
 7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
 8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.
-

UP SYSTEM S.P.M.O.
Diliman, Quezon City

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Time: _____ 2PM
By: _____ ERMA

price based on their last

Department/Bureau/Office: OVPPA
Region: NCR
Address: _____

Encoded by : ERMA

AUG 11 2014

Contact Person: _____
Position: _____
E-mail : _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece													0	67.27	-
2. BALLAST, 36 watts	piece													0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	6			6			6				6		24	36.40	873.60
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				6							6		12	14.56	174.72
5. BATTERY, size D, alkaline, 2 pcs./packet	packet													0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	368.94	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	32.14	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	103.79	-
11. FUSE, 30 amperes	piece													0	10.35	-
12. FUSE, 60 amperes	piece													0	25.48	-
13. STARTER, 4-40 watts	piece													0	3.73	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
14. TAPE, electrical	roll													0	18.20	-
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	951.08	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	338.00	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	50.84	-
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece													0	8.79	-
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece													0	16.62	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece													0	19.96	-
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece													0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece		5											5	468.00	2,340.00
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	615.06	-
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	708.90	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
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36. INK CARTRIDGE, Epson TO17	cart													0		-
37. INK CARTRIDGE, Epson TO18	cart													0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-
42. MOUSE, optical, USB connection type	piece													0	197.60	-
43. TONER CARTRIDGE, HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE, HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE, HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE, HP C4096A	cart													0	4,112.64	-
47. TONER CARTRIDGE, HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE, HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE, HP C4127X	cart													0	5,451.90	-
50. TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE, HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE, HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
74. RIBBON, Epson RN 8755	cart													0	84.76	-
75. RIBBON, Epson RN 8750	cart													0	76.75	-
76. RIBBON, Epson RN 7754	cart													0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-
2. AIR FRESHENER, 280mL/can	can		2				2				2			6	92.56	555.36
3. ALCOHOL, 70%, ethyl	bottle	10			3			3				10		26	37.70	980.20

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-
7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box													0	364.00	-
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-
11. CLIP, bulldog (3")	piece													0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box													0	15.60	-
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-
14 CLIP, backfold, 19mm, 12s/box	box													0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box													0	17.42	-
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-
21. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-
22. DATA FILE BOX, (5"x9"x15-3/4")	box		10					10						20	64.47	1,289.40
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-
24. ENVELOPE, documentary (10"x15"), 500s/box	box													0	560.56	-
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box		1											1	675.86	675.86
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-
30. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-
31. ERASER, blackboard/whiteboard	piece													0	11.44	-
32. ERASER, rubber	piece													0	4.68	-
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack													0	413.92	-
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack		1					1					1	3	301.60	904.80
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle		1					1					1	3	312.00	936.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	228.80	-
41. GLUE, all purpose, 300 grams min.	jar		3						3					6	37.43	224.58
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-
43. INDEX CARD,3"x 5",ruled both sides, 500s/pack	pack													0	44.45	-
44. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack													0	99.84	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-	
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-	
52. MAP PIN, round head, 100s/box	box													0	36.40	-	
53. MARKER, fluorescent, 3 colors/set	set													0	41.60	-	
54. MARKING PEN, whiteboard, black	piece	3				3					3			9	15.08	135.72	
55. MARKING PEN, whiteboard, blue	piece													0	15.08	-	
56. MARKING PEN, whiteboard, red	piece													0	15.08	-	
57. MARKER, permanent, black	piece		12							12				24	13.50	324.00	
58. MARKER, permanent, blue	piece													0	13.50	-	
59. MARKER, permanent, red	piece													0	13.50	-	
60. MARKING PEN, for transparency	set													0	84.24	-	
61. NOTE BOOK, stenographer's, 40 leaves	piece		10											10	7.49	74.90	
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad													0	36.40	-	
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-	
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-	
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-	
66. OIL, for general purpose, 120 mL	bottle													0	30.99	-	
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream	20			20				20				20	80	104.80	8,384.00	
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-	
70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-	
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-	
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	194.66	-	
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad													0	20.57	-	
74. PAPER, thermal,210mmx30M, 1/2" core	roll													0	36.40	-	
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	37.44	-	
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream													0	139.32	-	
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream													0	161.20	-	
78.PAPER FASTENER, for paper, metal, 50 sets/box	box													0	82.04	-	
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box													0	15.60	-	
80. PAPER CLIP, gem type, 32mm, 100s/box	box													0	8.84	-	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box													0	24.89	-	
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-	
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-	
84. RECORD BOOK, 300 pages, smyth sewn	book													0	50.44	-	
85. RECORD BOOK, 500 pages, smyth sewn	book		5											5	88.40	442.00	
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-	
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-	
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-	
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-	
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-	
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-	
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-	

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93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box													0	132.68	-
94. RULER, plastic, 300mm	piece													0	3.64	-
95. RULER, plastic, 450mm	piece													0	36.40	-
96. SIGN PEN, black	piece		12					12				12		36	41.48	1,493.28
97. SIGN PEN, blue	piece		12											12	41.48	497.76
98. SIGN PEN, red	piece		12											12	41.48	497.76
99. STAMP PAD INK, violet, 50mL	bottle		3											3	27.04	81.12
100. STAMP PAD, felt pad, min 60mm x 100mm	piece		1											1	24.96	24.96
101. STAPLE WIRE, standard, #35	box		6											6	25.98	155.88
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll													0	41.60	-
104. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-
105. TAPE, transparent, 24mm, 50 meters	roll		10					10					10	30	10.87	326.10
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-
107. TAPE, packaging, 48mm, 50 meters length	roll		3							3				6	19.24	115.44
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle													0	97.76	-
109. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle													0	87.36	-
110. TOILET TISSUE, 12 rolls/pack	pack		10			10			10			10		40	61.15	2,446.00
111. TWINE, plastic, one kilo per roll	roll		1											1	57.20	57.20
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack		1											1	10.40	10.40
2. CUTTER, heavy duty	piece		2											2	27.04	54.08
3. PUNCHER, heavy duty	piece													0	114.40	-
4. SCISSORS, (6")	pair													0	18.72	-
5. SHARPENER, single cutterhead	piece													0	147.35	-
6. STAMPING DATER, self-inking stamp	piece		1											1	436.80	436.80
7. STAPLER, heavy duty, standard	piece													0	162.84	-
8. STAPLE REMOVER, twin jaws	piece													0	19.64	-
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		2											2	40.23	80.46
10. WASTE BASKET, plastic	piece													0	20.99	-
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece		10					10				10		30	14.56	436.80
2. BROOM, soft (tambo)	piece													0	119.60	-
3. BROOM, STICK (tingting)	piece													0	19.76	-
4. CLEANSER, powder, 350gms.	canister		5					5				5		15	17.32	259.80
5. DETERGENT POWDER, all purpose, 500gms.	pouch		6					6				6		18	17.16	308.88
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar		6					6						12	23.92	287.04
7. DISINFECTANT SPRAY, 400 grams net content	can													0	239.20	-
8. DUST PAN, non-rigid plastic, with detachable handle	piece													0	26.00	-
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-

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11. FLOOR WAX, liquid type, 3.75L	can		1					1				1		3	331.50	994.50
12. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-
13. INSECTICIDE, 600mL (420g) /can	can		1											1	116.48	116.48
14. MOPHANDLE, screw type, wooden handle	piece		1											1	83.20	83.20
15. MOPHEAD, 100% rayon, 400g	piece		3											3	71.76	215.28
16. RAG, COTTON, (7") in diameter	kilo													0	43.68	-
17. SCOURING PAD, economy size	pack													0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		2					2				2		6	62.40	374.40
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box		1					1						2	33.28	66.56
20. TRASHBAG, plastic, black, (XL)	roll		1					1				1		3	103.79	311.37
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream		2					2				2		6	119.22	715.32
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-
13. ELECTRIC FAN, with stand	unit		1											1	764.40	764.40
14. ELECTRIC FAN, wall type	unit													0	745.68	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit													0	4,451.20	-
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit													0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit													0	2,038.40	-

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line interactive topology,with sealed maintenance free batteries, 520VA-600VA																
HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set													0	130.00	-
Volume I (103 pages) - white color																-
Volume II (138 pages) - light blue color																-
Volume III (124 pages) - light yellow color																-
Volume IV (118 pages) - light green color																-
OTHER CONSUMABLES																
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart													0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart													0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart													0	809.88	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	606.90	-
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart													0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart													0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart													0	737.46	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	1,230.12	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	393.72	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart													0	393.72	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart													0	393.72	-
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart													0	1,365.78	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart													0	682.38	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart													0	973.08	-
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart													0	973.08	-
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart													0	973.08	-
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart													0	1,363.74	-
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart													0	467.12	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart													0	390.66	-
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart													0	390.66	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart													0	390.66	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart													0	390.66	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart													0	628.32	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart													0	1,232.16	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart													0	722.16	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart													0	1,365.78	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart													0	588.54	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	1,177.08	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	706.86	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart													0	1,374.96	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart			3			3			3			3	12	589.86	7,078.32
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart			3			3			3			3	12	903.72	10,844.64
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	984.30	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart													0	332.32	-
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart													0	322.32	-
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													0	747.66	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart													0	561.00	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart													0	561.00	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart													0	561.00	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart													0	1,122.00	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	332.32	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,550.40	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-
58. INK CARTRIDGE, Brother LC67HYY, yellow	cart													0	938.40	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	681.36	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	453.90	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	984.30	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-	
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-	
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-	
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-	
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-	
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-	
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-	
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-	
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-	
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-	
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-	
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-	
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-	
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-	
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-	
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-	
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-	
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-	
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-	
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-	
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-
95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W /TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W /TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-

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130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-
136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-
141. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-
150. TONER CARTRIDGE, HP CE278A, black	cart													0	3,011.04	-
151. TONER CARTRIDGE, HP CE285A, black	cart													0	2,655.06	-
152. TONER CARTRIDGE, HP CE505A, black	cart													0	3,590.40	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	3,395.58	-
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,420.28	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	5,389.68	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	6,977.82	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-
169. TONER CARTRIDGE, Brother TN-2025	cart													0	2,601.00	-
170. TONER CARTRIDGE, Brother TN-2130	cart													0	1,785.00	-
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,264.00	-

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172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	25,586.70	-
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-
178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,095.92	-
179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
182. TONER CARTRIDGE, Epson C13SO50440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13SO50520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13SO50521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,224.00	-
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-

[illegible]

[illegible]

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
4														0	-
5														0	-
6														0	-
7														0	-
8														0	-
9														0	-
10														0	-
														0	-

***GRAND TOTAL:

100,142.37

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

***Grand total for Items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

JERRY T. VALDEZ

Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Accountant /
Local Budget Officer

Approved:

J. PROSPERO E. DE VERA III, DPA
Vice President for Public Affairs
Head of Office/Agency

Date Prepared: 31 July 2014

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)
(UPDATED)

END-USER/UNIT: **Office of the Vice President for Legal Affairs**

UP SYSTEM S.P.M.O. Diliman, Quezon City	
RECEIVED	
Ref. No.	
Date:	SEP 10 2014
Time:	4:44 pm
By:	

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	CD ASIA Subscriptions	Two(2) sets CD Asia Subscriptions with Quarterly Updates	75,000.00	4			4			4			4		
	Personal Computer System	10 units	P45,000	10											
	Heavy duty Printers	2 units	P100,000	2											
	Special colored Paper	2 reams each	P75,000	1					1				1		
	Plastic Folders	100 pcs.	P1,000	25			25			25			25		
	File boxes	150 pcs.		150											
	Nothing Follows	xxxxxxxxxxx	xxxx												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


VILMA V. DOCENA
Executive Assistant II

Submitted By:


Hector Danny D. Uy
Vice President for Legal Affairs

University of the Philippines

Address

UP SYSTEM S.P.M.O.
Diliman, Quezon City

RECEIVED

Ref No. _____
Date: JUL 31 2014
Time: _____
By: [Signature]

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Office of the Vice President for Legal Affairs

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Battery size AA alkaline 2 pcs/packet	20 packets	P800.00			10						10			
	Battery, size AAA alkaline 2 pcs/packet	10 packets	P200.00			5						5			
	DVD Recordable, 16 x speed 4.7GB capacity	20 pieces	P250.00			10						10			
	DVD Re-writable, 4x speed 4.7 GB capacity	20 pieces	P450.00			10						10			
	Flash Drive, 8GB USB 2.0, Plug and play	10 pieces	P5,000.00			5						5			
	Ink Cartridge, HP C9352AA (HP22)	5 cartridges	P4,000.00			3						2			
	Mouse, optical, USB connection type	5 pieces	P1,000.00									5			
	Toner Cartridge HP Q2612A	8 cartridges	P24,000.00			2			2			2			2
	Air Freshener, 280 ml/can	8 cans	P800.00			2			2			2			2
	Audio Cassette Tape, 90min recording time	20 pieces	P400.00			5			5			5			5
	Clip, backfold, 25mm, 125/box	20 boxes	P350.00			10						10			
	Clip backfold, 19mm, 125/box	30 boxes	P250.00			10			10			10			
	Clip backfold, 32mm, 125/box	10 boxes	P190.00						10						
	Correction fluid, water based, min 15ml	10 bottles	P100.00			10									

Encoded by: 1/31/14
Erma Olis

University of the Philippines

Address

Envelope, expanding plastic, Legal size	10 pieces	P420.00		10										
Eraser, rubber	20 pieces	P100.00		20										
Glue, all purpose, 300 grams, min	5 jars	P200.00											5	
Marking pen, Whiteboard black	4 pieces	P70.00		2						2				
Marking pen, whiteboard blue	4 pieces	P70.00		2						2				
Marker, permanent black	10 pcs	P150.00		5						5				
Marker, permanent blue	10 pcs	P150.00		5						5				
Marker, permanent red	10 pcs	P150.00		5						5				
Notebook, Stenographer's, 40 leaves	20 pcs	P160.00		10						10				
Note Pad (3" x 3"), 100 sheets/pd	15 pcs.	P550.00		10						5				
Note Pad, (2"x3"), 100 sheets/pad	10 pcs.	P350.00		5						5				
Paper, multicopy, 210 mm x 297mm (A4), 80 gsm	90 reams	P12,800.00		30			30			30				
Paper clip, gem type, 32mm, 100s/box	20 boxes	P190.00		10						10				
Pencil, lead, with eraser, one (1) dozen per box	5 boxes	P130.00		5										
Record Book, 300 pages, smyth sewn	10 books	P530.00					5			5				
Ribbon, nylon, manual typewriter	2 spools	P35.00		2										
Ring binder (1/2" x 44") plastic	3 pieces	P17.00		3										
Ring binder (3/4" x 44"), plastic	3 pieces	P40.00		3										
Ring binder (1" x 44"), plastic	3 pieces	P40.00		3										
Rubber band, 1.0mm min thickness, min. 350 grams/box or approx 220 pcs	1 box	P140.00					1							

Address[illegible]

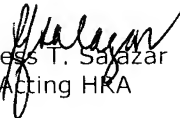
University of the Philippines

Address

Water	192 bottles	P9,000.00	16	16	16	16	16	16	16	16	16	16	16	16	16
HP Laser Q2610A	3 cart	P23,000.00	1									2			
Canon Pixma PG-40 (for fax machine)	4 cart	P4,000.00			2							2			

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


Frances T. Salazar
Acting HRA

Submitted By:


Hector Danny D. Uy
Vice President for Legal Affairs
Head

**ANNUAL PROCUREMENT PLAN FOR 2014
for Common-Use Supplies and Equipment**

881110

UP SYSTEM S.P.M.O. Diliman, Quezon City	
RECEIVED	
Ref. No. _____	_____
Date: <u>157pm</u> AUG 27 2014	_____
Time: _____	_____
By: <u>ema</u>	_____

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional / Provincial Depot on your area.
- For Sub-Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
 - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total,
- Do not delete any field in the APP form.
- For other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or the DBM Regional Office and email at app@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Office: **Office of the Secretary of the University**
Address: **Quezon Hall, Diliman, Quezon City**

Contact Person: **MARY A. ESPEJO**
Position: **Administrative Officer V / Property Officer**
E-mail:
Telephone/Mobile Nos.:

Encoded by **AUG 28 2014**

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1 BATTERY, size AAA, alkaline, 2 pcs./packet	packet		12	10				10						32	15.08	482.56
2 COMPACT FLUORESCENT LIGHT, 18 watts	piece							3				3		6	105.35	632.08
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1 COMPACK DISK RECORDABLE,min.of 700MB,1x-52xminimum speed, 80 min recording time	piece					20						20		40	11.53	461.20
2 COMPACK DISK REWRITABLE, 700MB, minimum capacity, 80 min recording time, 4x-10x min speed	piece					10						10		20	19.89	397.80
3 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			2								1		3	504.40	1,513.20
4 Ink Cartridge, HP C1823A (HP 23) tri color	cart											2		2	1,380.00	2,760.00
5 Ink Cartridge, HP C6615A (HP 15) black	cart				2			2				2		6	1,300.00	7,800.00
6 Ink Cartridge, HP C8727A (HP 27) Black	cart				2							1		3	780.00	2,340.00
7 Ink Cartridge, HP C8728A (HP 28) Tri Colour	cart											1		1	890.00	890.00
8 Ink Cartridge, HP C8765WA (HP 94) Black	cart				2							1		3	935.00	2,805.00
9 Ink Cartridge, HP C8766WA (HP 95) Tri Color	cart				3							1		4	1,115.00	4,460.00
10 Ink Cartridge, HP 704 CN692AA Black	cart			4				6						10	340.00	3,400.00
11 Ink Cartridge, HP 704 CN693AA Tri Color	cart			4				6						10	340.00	3,400.00

12 Ink Cartridge, HP C9351A (HP 21)	cart				6					6		12	640.00	7,680.00
13 Ink Cartridge, HP C9352A (HP 22)	cart				4					6		10	740.00	7,400.00
14 Ink Cartridge, HP CZ121AA (HP 685) Black	cart				6				5			11	335.00	3,685.00
15 Ink Cartridge, HP CZ122AA (HP 685) Cyan	cart				8				5			13	230.00	2,990.00
16 Ink Cartridge, HP CZ123AA (HP 685) Magenta	cart				4				5			9	230.00	2,070.00
17 Ink Cartridge, HP CZ124AA (HP 685) Yellow	cart				4				6			10	230.00	2,300.00
18 TONER CARTRIDGE, Brother TN2260	cart		1	2			2		2			7	1,869.50	13,086.50
COMMON OFFICE SUPPLIES														
1 ACETATE, gauge #3, 50m in length	roll								1			1	605.00	605.00
2 AIR FRESHENER, 280mL/can	can			10		10			10			30	86.06	2,581.80
3 ALCOHOL, 70%, ethyl	bottle			6		10			5			21	38.22	802.62
4 BAG, plastic size tiny	roll							3				3	9.00	27.00
5 BALLPEN	pc							6				6	17.75	106.50
6 CAR FRESHENER, shaldan	can		4	2	3			4		4	4	21	116.00	2,436.00
7 CORRECTION TAPE	pc		2	2				3		3	3	13	63.00	819.00
8 DOUBLE CLIP, 3/4", 1doz/box	box					24			12		12	48	6.80	326.40
9 DOUBLE CLIP, 1", 1doz/box	box	12							12		12	36	10.92	393.12
10 DOUBLE CLIP, 1 1/4", 1doz/box	box	24							12		12	48	16.74	803.52
11 DOUBLE CLIP, 2", 1doz/box	box					12			6		6	24	41.77	1,002.48
12 DATA FILE BOX, (5"X9"X15-3/4)	box						10		10		10	30	61.88	1,856.40
13 DATA FOLDER, w/ finger ring, (3"x9"x15")	piece											0		-
14 ENVELOPE, documentary (10"x15"), 500s/box	box						1				1	2	560.00	1,120.00
15 ENVELOPE, mailing white, 500s/box	box											0		-
16 ENVELOPE, mailing white with window, 500s	box											0		-
17 ENVELOPE, documentary, A4, 500s/box	box											0		-
18 FOLDER, tagboard, A4 size, 100s/box	pack								1			1	200.68	200.68
19 FOLDER, tagboard, Legal size, 100s/pack - 1 pack	pack	1									1	2	219.41	438.82
20 FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1					2		2		2	7	157.50	1,102.50
21 FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1		1			2		2		2	8	187.00	1,496.00
22 MARKER, fluorescent, 3 colors/set	set			10					6		6	22	34.92	768.24
23 MARKING PEN, whiteboard, black	piece											0		-
24 MARKING PEN, whiteboard, blue	piece											0		-
25 MARKER, permanent, black	piece								12		12	24	14.00	336.00
26 MARKER, permanent, blue	piece								12		12	24	14.00	336.00
27 NOTE PAD, (3" x 3"), 100 sheets/pad	pad								10		10	20	36.00	720.00
28 NOTE PAD, (3" x 4"), 100 sheets/pad	pad								10		10	20	52.00	1,040.00
29 NOTE PAD, (2" x 3"), 100 sheets/pad	pad								10		10	20	31.00	620.00
30 PAPER FASTENER, for paper, metal, 50 sets/box	box					10					5	15	61.89	928.35
31 PENCIL, lead, w/ eraser, 1 dozen/box	box										5	5	25.00	125.00
32 RECORD BOOK, 300 pages	book			10					10		10	30	51.61	1,548.30
33 RING BINDER, (1/2" X 44"), plastic	piece								10			10	4.37	43.70
34 RING BINDER, (3/4" X 44"), plastic	piece								10			10	12.48	124.80
35 RING BINDER, (1" X 44"), plastic	piece								10			10	12.48	124.80
36 RING BINDER, (2" X 44"), plastic	piece								10			10	28.13	281.30
37 RUBBER BAND, 1.0mm min, thickness, min 350grams/box or appox 220pcs	box										4	4	132.68	530.72
38 STAPLE WIRE, standard, #35	box			24					12		12	48	21.83	1,047.84
39 TAPE, masking, 24mm, 50 meters length	roll								12		12	24	41.00	984.00

40 TAPE, packaging, 48mm, 50 meters length	roll			24				6			6		36	30.99	1,115.64
41 TOILET TISSUE, 12 rolls/pack	pack			3			8	8			8		27	72.59	1,959.93
42 TWINE, plastic, one kilo per roll	roll										4		4	57.20	228.80

COMMON OFFICE DEVICES

1 BLADE, heavy duty cutter (L500), 10 pcs./pack	pack												0	7.37	-
2 CUTTER, heavy duty	piece												0	26.82	-
3 SCISSORS, (6")	pair							5					5	19.00	95.00
4 STAPLER, heavy duty, standard	piece										2		2	165.00	330.00
5 STAPLE REMOVER, twin jaws	piece										3		3	20.00	60.00
6 TAPE DISPENSER, heavy duty fro 24mm(1")	piece										1		1	45.00	45.00

COMMON JANITORIAL SUPPLIES

1 DISINFECTANT SPRAY, 400 grams net content	can							4			4		8	186.00	1,488.00
2 DISWASHING LIQUID	sachet	1	1		2	1		1	1	1	1	1	10	170.00	1,700.00
3 FURNITURE CLEANER, 300mL/can min	can						1	5			5		11	98.80	1,086.80
4 INSECTICIDE, 600mL (420g) / can	can							3			3		6	114.40	686.40
5 RAG, COTTON, (7") in diameter	kilo												0		-

COMMON OFFICE EQUIPMENT


1 CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit					1							1	500.00	500.00
2 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.),	unit												0		-

105,525.80

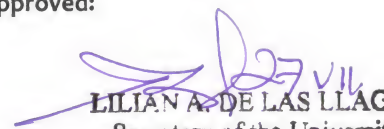
Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


MARY A. ESPEJO
Administrative Officer
Office of the Secretary of the University
Property/Supply Officer

Accountant / Local Budget Officer

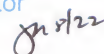

LILIAN A. DE LAS LLAGAS
Secretary of the University
and of the Board of Regents
Head of Office/Agency

P105,525.80 ch vs OSU MODE

BUDGET CLEARANCE


NOREEN P. ESCULTURA

Budget Director



**ANNUAL PROCUREMENT PLAN FOR 2014
for Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

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 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total,
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Office: Office of the Secretary of the University (BOR Funds)
Address: Quezon Hall, Diliman, Quezon City

Contact Person: **MARY A. ESPEJO**
Position: **Administrative Officer V / Property Officer**
E-mail:
Telephone/Mobile Nos.:

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1 BATTERY, size AAA, alkaline, 2 pcs./packet	packet			14		4	10		10		15		15	68	15.08	1,025.44	
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1 DVD RECORDABLE, 16x speed, 4.7GB capacity	piece					20					20		40	11.53	461.20		
2 DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece					10					10		20	19.89	397.80		
3 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece						2				1		3	504.40	1,513.20		
4 Ink Cartridge, HP CF210A Black	cart		3	1	3				3				10	3,150.00	31,500.00		
5 Ink Cartridge, HP CF211A Cyan	cart			1	3				2				6	3,950.00	23,700.00		
6 Ink Cartridge, HP CF212A Yellow	cart			1	2				2				5	3,950.00	19,750.00		
7 Ink Cartridge, HP CF213A Magenta	cart			1	2				2				5	3,950.00	19,750.00		
8 Toner Cartridge, HP CC530A (Black)	cart		2		4				2				8	5,200.00	41,600.00		
9 Toner Cartridge, HP CC531A (Cyan)	cart			2					2				4	4,950.00	19,800.00		
10 Toner Cartridge, HP CC532A (Yellow)	cart			1					2				3	4,950.00	14,850.00		
11 Toner Cartridge, HP CC533A (Magenta)	cart			1					2				3	4,950.00	14,850.00		
12 Toner Cartridge, AR-310FT, for Sharp copiers	cart				3		2				2		7	8,400.00	58,800.00		

COMMON OFFICE SUPPLIES														
1 BALLPEN	pc		3									3	10.38	31.14
2 ENVELOPE, expanding, kraft, legal size, 100s/box	box					1				1		2	601.00	1,202.00
3 FOLDER, tagboard, A4 size, 100s/box	pack					1				1		2	200.68	401.36
4 FOLDER, clear plastic, L-type, legal size, 50s/pack	pack		6									6	3.74	22.44
5 INDEX TAB, self-adhesive, 5 sets/box	box							10		10		20	67.60	1,352.00
6 MARKER, fluorescent, 3 colors/set	set		5		6		6			6		23	34.92	803.16
7 NOTE BOOK, stenographer's, 40 leaves	piece		13				12			12		37	8.11	300.07
8 NOTE PAD, (3" x 3"), 100 sheets/pad	pad				10		10			10		30	36.00	1,080.00
9 NOTE PAD, (3" x 4"), 100 sheets/pad	pad				10		10			10		30	52.00	1,560.00
10 NOTE PAD, (2" x 3"), 100 sheets/pad	pad				10		10			10		30	31.00	930.00
11 NOTE PAD, (4" x 6"), 100 sheets/pad	pad		4			3						7	119.00	833.00
12 PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad		10				10			10		30	17.51	525.30
13 PAPER, multicopy, (white) 210mm x 297mm (A4), 80 gsm	ream		80				80			80		240	117.91	28,298.40
14 PAPER, colored, (blue) 210mm x 297mm (A4), 80 gsm	ream		1				1			1		3	301.50	904.50
15 PAPER FASTENER, for paper, metal, 50 sets/box	box		12				10			10		32	61.89	1,980.48
16 PAPER CLIP, gem type, 32mm, 100s/box	box		12				12			12		36	6.64	239.04
17 PAPER CLIP, gem type, 32mm, 100s/box	box						12			12		24	6.64	159.36
18 SIGN PEN, blue	piece		15		10	24	8	24		24		105	45.84	4,813.20
19 Special diploma folder with gold UP seal	piece		50					50				100	75.00	7,500.00

COMMON OFFICE DEVICES


1 SCISSORS, (6")	pair							5				5	19.00	95.00
2 STAPLER, heavy duty, standard	piece									2		2	165.00	330.00
3 STAPLE REMOVER, twin jaws	piece									3		3	20.00	60.00
4 TAPE DISPENSER, heavy duty fro 24mm(1")	piece									1		1	45.00	45.00

301,463.09


Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


MARY A. ESPEJO
Administrative Officer
Office of the Secretary of the University
Property/Supply Officer

Accountant / Local Budget Officer


LILIAN A. DE LAS LLAGAS
Secretary of the University
Head of Office/Agency
and of the Board of Regents

P301,463 ch vs BOTR MODE

BUDGET CLEARANCE


NOREEN P. ESCULTURA
Budget Director

on 8/22

**ANNUAL PROCUREMENT PLAN FOR 2014
for Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional / Provincial Depot on your area.
2. For Sub-Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
 - b. Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - c. Surigao Del Norte - Surigao Del Norte
 - d. Camiguin - Camiguin
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP form.
5. For other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or the DBM Regional Office and email at app@procurementsservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Office: Office of the Secretary of the University (PAC Funds)
Address: Quezon Hall, Diliman, Quezon City

Contact Person: MARY A. ESPEJO
Position: Administrative Officer V / Property Officer
E-mail:
Telephone/Mobile Nos.:

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1 BATTERY, size AAA, alkaline, 2 pcs./packet	packet					10	5		10		15		15	55	15.08	829.40	
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			2				1				1		4	504.40	2,017.60	
2 Toner Cartridge, HP CB435A (35A)	cart									1				1	2,625.00	2,625.00	
3 Toner Cartridge, HP CB436A (36A)	cart				2					2				4	3,000.00	12,000.00	
4 Toner Cartridge, HP CE505A	cart		3		2					2		2		9	3,750.00	33,750.00	
5 Toner Cartridge, HP Q2612A	cart		3		1					2		2		8	3,000.00	24,000.00	
COMMON OFFICE SUPPLIES																	
1 BALLPEN	pc			12										12	17.75	213.00	
2 FOLDER, clear plastic, L-type, legal size, 50s/pack	pack						1	1						2	187.00	374.00	
3 MARKER, fluorescent, 3 colors/set	set			5					6			6		17	34.92	593.64	
4 NOTE BOOK, stenographer's, 40 leaves	piece								12			12		24	8.11	194.64	
5 NOTE PAD, (3" x 3"), 100 sheets/pad	pad								10			10		20	36.00	720.00	
6 NOTE PAD, (3" x 4"), 100 sheets/pad	pad								10			10		20	52.00	1,040.00	

7 NOTE PAD, (2" x 3"), 100 sheets/pad	pad							10			10		20	31.00	620.00
8 PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad			10				10			10		30	17.51	525.30
9 PAPER, multicopy, 210mm x 297mm (A4), 80 gsm	ream						80				80		160	117.91	18,865.60
10 PAPER, multicopy, 210mm x 297mm (A4), 80 gsm	ream										80		80	117.91	9,432.80
11 PAPER, colored, (blue) 210mm x 297mm (A4), 80 gsm	ream			1				1			1		3	301.50	904.50
12 PAPER FASTENER, for paper, metal, 50 sets/box	box			4			7	10			10		31	61.89	1,918.59
13 PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box							12			12		24	16.00	384.00
14 PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box							12			12		24	16.00	384.00
15 TAPE, transparent, 24mm, 50 meters length	roll							12			12		24	17.37	416.88

COMMON OFFICE DEVICES

1 SCISSORS, (6")	pair							5					5	19.00	95.00
2 STAPLER, heavy duty, standard	piece										2		2	165.00	330.00
3 STAPLE REMOVER, twin jaws	piece										3		3	20.00	60.00
4 TAPE DISPENSER, heavy duty fro 24mm(1")	piece										1		1	45.00	45.00

112,338.95

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:

Mary A. Espejo
MARY A. ESPEJO
Administrative Officer
Office of the Secretary of the University
Property/Supply Officer

Accountant / Local Budget Officer

Lilian A. De Las Llagas
LILIAN A. DE LAS LLAGAS
Head of the Agency
and of the Board of Regents

P112,338.95 ch vs PAC MODE

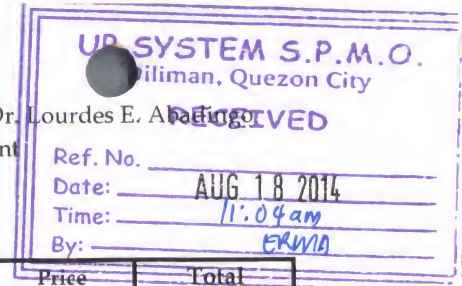
BUDGET CLEARANCE

Noreen P. Escultura
NOREEN P. ESCULTURA
Budget Director

8/8/22

Unit/Office: OFFICE OF THE STUDENT, STAFF AND FACULTY REGENTS
 Contact Person: Corazon B. Arcena
 Position: Administrative Assistant II

Head of Unit: Neill John Macuha, Anna Razel Ramirez & Dr. Lourdes E. Abadigo
 Position: Student Regent, Staff Regent & Faculty Regent
 E-mail: corabarcena@yahoo.com
 Telephone/Mobile Nos: Voip: 4511 or 4512



Item & Specifications	Unit of	Quantity Requirement (2014)														Price	Total
	Measurement	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	(7/31/14)	Amount	

A. AVAILABLE AT PROCUREMENT SERVICE STORES

ELECTRICAL SUPPLIES																
1. BATTERY, size AAA, alkaline, 2 pcs./packet	packet									2				2	19.19	38.38
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet									2				2	14.46	28.92
3. FLUORESCENT TUBE, 36 watts	each											8		8	36.40	291.20
4. COMPACT FLUORESCENT LIGHT, 17 watts	each									3			3	6	99.74	598.44
5. STARTER, 4-40 watts	each									6				6	3.53	21.18
COMPUTER SUPPLIES																
1. COMPACT DISK REWRITABLE, 650MB/74 min. capacity,	piece												25	25	9.46	236.50
OFFICE SUPPLIES																
1. AIR FRESHENER, 280ml/can, Glade	can									6			6	12	81.12	973.44
2. ALCOHOL, 70% isopropyl, Dr. J	bottle									6			6	12	37.26	447.12
3. ENVELOPE, documentary, kraft, legal size, 500s/box	box									1				1	507.40	507.40
4. ENVELOPE, expanding, kraft, legal size, 100s/box	box									1				1	600.88	600.88
5. ENVELOPE, documentary, A4 size, kraft	each									1				1	403.52	403.52
6. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack											5		5	182.00	910.00
7. GLUE, all purpose, 300 grams min., Superb	each											3		3	47.82	143.46
8. MARKER, fluorescent, 3 colors/set, Stabilo	set									5				5	32.90	164.50
9. MARKING PEN, whiteboard, black, Stabilo	each									10			10	20	11.80	236.00
10. MARKING PEN, whiteboard, blue, Stabilo	each									10			10	20	11.80	236.00
11. MARKING PEN, whiteboard, red, Stabilo	each									3			3	6	11.80	70.80
12. MARKING PEN, permanent, black, Pentel	each									10			10	20	12.15	243.00
13. MARKING PEN, permanent, blue, Pentel	each									10			10	20	12.15	243.00
14. MARKING PEN, permanent, red, Pentel	each									3			3	6	12.15	72.90
15. NOTE BOOK, stenographer's, Cosmic	each											5		5	8.89	44.45
16. OIL, 120ml., for typewriter, Juki	bottle											3		3	36.90	110.70
17. PAPER, PPC, A4	ream									20			20	40	153.15	6,126.00
18. RECORD BOOK, 300 pages	book											5		5	54.18	270.90
19. SIGN PEN, black, Pentel	each									10			10	20	44.00	880.00
20. SIGN PEN, blue, Pentel	each									10			10	20	44.00	880.00
21. SIGN PEN, red, Pentel	each									3			3	6	44.00	264.00
22. STAPLE WIRE, standard, #35	box									3			3	6	23.80	142.80
23. TAPE, masking (1"), 24mm, 50 meters length, Crocodile	roll									2			2	4	33.28	133.12

Entered by: ESOLIS

AUG 18 2014

Item & Specifications	Unit of	Quantity Requirement (2014)														Price	Total
	Measurement	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	(7/31/14)	Amount	
24. TAPE, transparent, (1"), 24mm, 50 meters, Olympic	roll									3			3	6	53.04	318.24	
25. TAPE, packaging, 48mm, 50 meters length, Crocodile	roll												2	2	33.28	66.56	
26. TOILET TISSUE, 12 rolls/ pack, White Dove	pack									6			6	12	75.57	906.84	
27. WRAPPING PAPER, kraft, 65gsm,approx.40M.	roll												1	1	112.32	112.32	
JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms., Ce'llise	each									3			3	6	21.35	256.20	
2. BROOM, soft (tambo)	each									2				2	98.80	197.60	
3. BROOM, STICK (tingting)	each									2				2	22.88	45.76	
4. CLEANSER, powder, 350gms., Gleam	each									6			6	12	16.64	199.68	
5. DISINFECTANT SPRAY, 340 gm., Clorox	can									3			3	6	114.40	686.40	
6. INSECTICIDE, 600ml.(420g)/can, Shield	can									4			4	8	84.76	678.08	
7. MOPHANDLE, screw type, wooden handle	each												1	1	124.80	124.80	
8. MOPHEAD, 100% rayon, 400g	each									3			3	6	93.60	561.60	
9. RAG, COTTON, (8") in diameter	kilo												3	3	40.60	121.80	
10. SCOURING PAD, economy size	pack												3	3	114.40	343.20	
11. TOILET BOWL & URINAL CLEANER, 900ml	bottle									6			6	12	41.60	499.20	
12. TOILET DEODORANT CAKE, 99%, 50gms.	box									8			8	16	23.40	374.40	
13. TRASHBAG, plastic, black, (XL)	roll									4			4	8	114.40	915.20	
REPAIR & MAINTENANCE																	
1. AIRCON WINDOW TYPE	piece												2	2	1,000.00	2,000.00	
2. AIRCON WALL MOUNTED	piece												2	2	1,200.00	2,400.00	
3. AIRCON SPLIT TYPE	piece													1	1,500.00	1,500.00	
OTHER CONSUMABLES																	
1. INK CARTRIDGE, HP 685, BLACK	cart									3			3	6	400.00	2,400.00	
2. INK CARTRIDGE, HP 685, CYAN	cart									2			2	4	350.00	2,100.00	
3. INK CARTRIDGE, HP 685 YELLOW	cart									2			2	4	350.00	2,100.00	
4. INK CARTRIDGE, HP 685, MAGENTA	cart									2			2	4	350.00	2,100.00	
5. INK CARTRIDGE, HP 6615, BLACK	cart												1	1	1,300.00	1,300.00	
6. TONER FOR COPIER. SHARP AR 5618, MX 235FT	box												1	1	6,500.00	6,500.00	
8. INK CARTRIDGE, HP 51649A	cart									1			1	2	1,300.00	2,600.00	
9. INK CARTRIDGE, BROTHER, LC40 BLACK	cart									1			1	2	700.00	1,400.00	
10. INK CARTRIDGE, BROTHER, LC40 CYAN	cart									1			1	2	400.00	800.00	
11. INK CARTRIDGE, BROTHER, LC40 MAGENTA	cart									1			1	2	400.00	800.00	
12. INK CARTRIDGE, BROTHER, LC40 YELLOW	cart									1			1	2	400.00	800.00	
13. DEVELOPER, RSG38, VENDOR # MX-234FV	piece													1	1,500.00	1,500.00	
14. DRUM, RSF34, VENDOR # AR-205DR	piece													1	3,500.00	3,500.00	
15. CLEANER BLADE, Os01DS, VENDOR # UCLEZ0009Q5Z2	piece													1	1,800.00	1,800.00	
16. DRINKING WATER	gallon								10	10	10	10	10	10	60	30.00	1,800.00

Item & Specifications	Unit of	Quantity Requirement (2014)												Price (7/31/14)	Total Amount		
	Measurement	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			Total	
Sub total																59,126.49	
GRAND TOTAL:																	59,126.49

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

We hereby warrant that the total reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Corazon B. Arcena

Corazon B. Arcena

Administrative Assistant-Sectoral Regents' Office

Recommended by:

Neill John G. Macuha

NEILL JOHN G. MACUHA

Student Regent

aq

59,126.49 ch vs OSR MOOE
Certified Appropriate Funds Available

Noreen P. Escultura
NOREEN P. ESCULTURA

Director UPS-Budget Office

Jan 8/15

Date Prepared: 31 July 2014

** Additional*



OFFICE OF ADMISSIONS
UNIVERSITY OF THE PHILIPPINES
1101 Diliman, Quezon City

UP SYSTEM S.P.M.O.	
Diliman, Quezon City	
RECEIVED	
Ref. No.	
Date:	SEP 08 2014
Time:	11am
By:	

Tel. Nos. 927-4561; 920-5301 Loc. 6346, 6347 VOIP 981-8500 Loc. 3826, 3827, 3829 Fax No. (632) 927-4561 E-mail: oadms@up.edu.ph

05 September 2014

Mr. Isagani L. Bagus
O-I-C, System SPMO
University of the Philippines
Diliman, Quezon City

Dear Mr. Bagus:

In connection with the total amount involved in the PPMP for 2014 of the Office of Admissions, please see updated totals below:

Items already with BURs	5,867,136.84	
Items still to be purchased	1,335,668.41	
	=====	
TOTAL GOODS	7,202,805.25	
INFRASTRUCTURE	15,500,000.00	new bldg extension
	=====	
TOTAL AMOUNT OF PPMP	22,702,805.25	

We hope you will find everything in order.

Thank you very much.

Very truly yours,

A. C. Mendoza
Dr. Aurora Odette C. Mendoza
Director

OFFICE OF ADMISSIONS: 2014 PPMP SUMMARY

GENERAL DESCRIPTION	AMOUNT (WITH BUR)	AMOUNT (W/O BUR)
AMENDMENT 5/26/14		
1 PLANE FARES & EXCESS BAGGAGE	960,000.00	
2 COMPUTERS	804,000.00	
* CAPITAL OUTLAY		
1 NEW 2-STOREY BLDG EXTN		15,500,000.00
2 REPAINTING OF BLDG EXTERIORS & REPAIR/REPAINTING OF CEILING EAVES	550,000.00	
/ EQUIPMENT APPLIANCES		
1 STORAGE RACKING SYSTEM	133,621.60	
2 FAX MACHINE		8,500.00
3 HOT & COLD WATER DISPENSER	6,685.00	
4 REFRIGERATORS	31,605.00	
5 ELECTRIC AIRPOTS	29,800.00	
6 ORBIT CEILING FANS	3,120.00	
7 STAND FANS	7,500.00	
8 AIRCONDITIONERS	498,788.95	501,211.05
9 COMPUTER CHAIRS		100,000.00
10 DESKTOP SHREDDER		30,000.00
11 PROJECTOR		300,000.00
12 COMBI OVEN (FOR UFS)	274,000.00	
13 COMPUTERS (SEE AMENDMENT ABOVE)	(405,000.00)	
14 UPS	15,360.00	64,640.00
/ OFFICE SUPPLIES		
1 BOOKPAPER 50	323,750.00	
2 BROWN Mimeo PAPER	23,100.00	
3 ELEC. TYPEWRITER RIBBON	8,970.00	
4 ELEC. TYPEWRITER CORRECTOR		
5 DUPLICATOR INK DP514	37,584.00	
6 DUPLICATOR INK DC14	46,980.00	
7 DUPLICATOR MASTER	46,968.00	
8 BALLPENS (RED)		
9 STAPLE WIRES	25,220.00	
10 LEAD PENCILS		
11 CORRECTION PENS		1,920.00
12 SCANNER RIBBONS		9,000.00
13 LINE MATRIX RIBBONS	8,580.00	
14 BATTERIES FOR AEL 12V	30,360.00	
15 LONG WHITE WINDOW ENV W/O LOGO		25,000.00
16 BATTERIES FOR SMOKE ALARMS	3,680.00	
17 BATTERIES FOR MEGAPHONES	3,600.00	
18 TONER FOR HP P1102W	167,915.00	
19 TONER FOR OTHER HP PRINTERS		
20 TONER FOR SHARP COPIER	33,112.00	
/ PRINTING		
1 APPL FORMS	275,000.00	
2 ANSWER SHEETS	330,000.00	
3 TEST PERMITS	102,500.00	
4 POSTERS	24,900.00	
5 PAPER FOLDERS	52,965.00	
6 REJECTION NOTICES		39,600.00
7 LONG WHITE WINDOW ENV W/ LOGO	57,400.00	
8 SHORT BROWN ENV W/ LOGO	58,249.65	
9 LONG BROWN ENV W/ LOGO		
10 TSF 10 5/8" x 11"	26,700.00	
11 TSF 5 1/2" x 8 1/2"	22,200.00	
12 STICKER W/ UP LOGO	8,900.00	

MAINTENANCE/REPAIRS

1 PEST CONTROL	9,400.00	
2 TERMITE INTERCEPTION	22,000.00	
3 REFILLING FIRE EXTINGUISHERS	8,160.00	
4 SERVICE REPAIR OF SCANNER	3,000.00	
5 SEVICE REPAIR OF OFFICE VEHICLES	118,395.00	81,605.00
6 SERVICE REPAIR OF A/Cs	113,784.17	36,215.83
7 SERVICE REPAIR OF OTHER EQUIPMENT	58,796.00	91,204.00
8 REPAIR OF FRANKING MACHINE	4,620.00	
9 REPAIR OF FAST PRINTERS	7,000.00	

OTHERS

1 UPCAT MEALS	961,265.00	
2 PLANE FARES (SEE AMENDMENT ABOVE)	(950,000.00)	
3 COURIER SERVICES	460,000.00	
4 RENTAL PORTALETS	131,000.00	
5 PLASTIC TUMBLERS	57,000.00	
6 INSTANT COFFEE 3IN1		
7 LIPTON TEA	63,375.00	
8 CANDIES		
9 FACE MASK	10,000.00	
10 COTTON GLOVES	8,000.00	
11 OTHER SUPPLIES FOR UPCAT USE	153,227.47	46,772.53
	=====	=====
	5,867,136.84	16,835,668.41
		15,500,000.00 NEW BLDG
		=====
		1,335,668.41

ITEMS ALREADY WITH BURs 5,867,136.84
 ITEMS STILL TO BE PURCHASED
 (NO PR & BUR YET) 1,335,668.41

TOTAL 7,202,805.25 GOODS

NEW BUILDING (W/O BUR / ON HOLD) 15,500,000.00 INFRASTRUCTURE

===== 22,702,805.25 TOTAL AMOUNT OF PPMP

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

AMENDMENT AS OF 26 MAY 2014

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Name

**OFFICE OF ADMISSIONS
UP SYSTEM**

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Others :															
	1. Plane fares/ Prepaid Baggage for Regional Examiners	108 pax	₱1,133,500.00					X							
	2. Computers	12 units	804,000.00					X							

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: 
MA. SHARON M. POJAS
ADMINISTRATIVE OFFICER V

Submitted By:


AURORA ODETTE C. MENDOZA
DIRECTOR

Head



**OFFICE OF ADMISSIONS
UNIVERSITY OF THE PHILIPPINES**

1101 Diliman, Quezon City

Tel. Nos. 927-4561; 920-5301 Loc. 6346, 6347 VOIP 981-8500 Loc. 3826, 3827, 3829 Fax No. (632) 927-4561 E-mail: oadms@up.edu.ph

22 May 2014

Mr. Isagani L. Bagus
O-I-C, System SPMO
University of the Philippines
Diliman, Quezon City

Attention : Ms. Luane Tapnio

UP SYSTEM S.P.M.O. Diliman, Quezon City	
RECEIVED	
Ref. No.	
Date:	MAY 22 2014
Time:	
By:	


Dear Mr. Bagus:

As per email request of Ms. Tapnio, requesting for the total amount of the PPMPs of the Office of Admissions submitted last 03 February 2014, please be informed that the total estimated budget for the said PPMPs is P 24,734,353.00 inclusive of the amendments for the budgets for prepaid baggage and computers.

Since Dr. Aurora Mendoza is out of town on official business, we will submit the signed amendments on Monday, 26 May 2014.

Thank you.

Very truly yours,


Ma. Sharon M. Pojas
Administrative Officer V

UP SYSTEM S.P.M.O.
Diliman, Quezon City

RECEIVED

Ref. No. 14-0021

Date: 7/31/14

Time: 11:54

By: AS

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name OFFICE OF ADMISSIONS
UP SYSTEM

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Capital Outlay :															
1.	New bldg. extension	2-storey	₱15,500,000	x											
2.	Exterior repainting of bldg. /repair of ceilings (exterior + interior)	1-lot	500,000			x									

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By: MA. SHARON M. POJAS
ADMINISTRATIVE OFFICER V

Submitted By:

PROF. GERALD PIO M. FRANCO
Director, UP Office of Admissions

Head

NAME OF DEPARTMENT/AGENCY/BUREAU

Address

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) - 2014

END-USER/UNIT: Name

OFFICE OF ADMISSIONS
UP SYSTEM

1/2

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Equipment/Appliances :														
1.	Storage Racking System	1 lot	₱250,000 ✓	✕											
2.	Fax Machine	1 unit	8,500 ✓	✕											
3.	Hot & Cold Water Dis.	1 unit	7,369 ✓	✕											
4.	Refrigerator 2-Dr.	1 unit	25,900 ✓	✕											
5.	Electric Airpots	20 units	69,600 ✓	x											
6.	Orbit Fans (ceiling)	2 units	7,600 ✓	✕											
7.	Stand Fans	6 units	15,600 ✓	✕											

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name **OFFICE OF ADMISSIONS**
UP SYSTEMS

2/2

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
8.	Airconditioners	4 units	₱1,000,000		X				X						
9.	Computer Chairs	27 pcs.	100,000						X						
10.	Desktop Shredder	1 unit	30,000	X											
11.	Projector	1 unit	300,000					X							
12.	Combi Oven	1 unit	274,000	X											
13.	Computers	13 units	405,000			X									
14.	UPS	12 units	80,000			X									

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name OFFICE OF ADMISSIONS
UP SYSTEM

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
1/3	Office Supplies :														
1.	Bookpaper 50 short	3,500 rms	₱385,000	x											
2.	Brown mimeo paper	300 rms	27,000		x										
3.	Elec. Typewriter Ribbon 12 pcs		7,200		x										
4.	Elec. Typewriter Corr. 6 pcs.		3,000		x										
5.	Duplicator ink DP514 48 carts		37,584	x											
6.	Duplicator ink DC14 60 carts		46,980	x											
7.	Duplicator Master 12 rolls		46,968	x											

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name OFFICE OF ADMISSIONS
UP SYSTEMS

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
2/3 8.	Ballpens (red)	200 pcs.	₱ 1,200		X										
9.	Staple wires	2 cases	8,000		x										
10.	Correction pens	24 pcs	1,920		x										
11.	Lead pencil No. 2	2,160 pcs	15,120		x										
12.	Scanner ribbons	6 pcs	9,000		x										
13.	Ribbon for Line matrix	3 bxs	8,580	x											
14.	12V Batteries for AEL	46 pcs	46,000	x											
15.	Long white window env	50 bxs	25,000									x			

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name OFFICE OF ADMISSIONS
UP SYSTEM

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
3/3 16.	Batteries for Smoke Alarm Detector 9V	40 pcs	₱ 4,000	x											
17.	Batteries for Megaphones	40 pcs	5,000	x											
18.	Toner for HP P1102w	12 bxs	50,000			x									
19.	Toner for other HP Printers	1lot	120,000			x		x		x		x		x	
20.	Toner for Sharp copier	4 bxs	33,112	x											

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NAME OF DEPARTMENT/AGENCY/BUREAU

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name **OFFICE OF ADMISSIONS
UP SYSTEM**

1/2

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Printing :														
1.	UPCAT 2015 Application Forms	100,000 sets	₱450,000		x										
2.	UPCAT 2015 Answer Sheets	100,000 pcs	375,000		x										
3.	UPCAT 2015 Test Permits	100,000 pcs	90,000		x										
4.	UPCAT 2015 Posters	6,000 pcs.	45,000		x										
5.	UPCAT 2015 Paper Folder	32,000 pcs.	80,000		x										
6.	UPCAT 2015 Rejection Notice Forms	22 bxs.	39,600.									X			

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ADMINISTRATIVE OFFICER V

Submitted By:

PROF. GERALD R. FRANCO
Director, UP Office of Admissions

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name **OFFICE OF ADMISSIONS
UP SYSTEM**

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
2/2 7.	Long white window env w/logo & w/ print	150 bxs	₱ 75,000									x			
8.	Short brown env w/logo & w/ print	8 bxs	11,200			x									
9.	Long brown env w/logo & w/ print	20 bxs	28,000			x									
10.	TSF 10-5/8"x11"	20 bxs	50,000	x											
11.	TSF 5-1/2"x8-1/2"	15 bxs	24,000	x											
12.	UP Sticker w/UP Logo	5,000 pcs	28,000		x										

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MA. SHARON M. POJAS
ADMINISTRATIVE OFFICER V

Submitted By:


PROF. GERALD PIO M. FRANCO
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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

END-USER/UNIT: Name

OFFICE OF ADMISSIONS
UP SYSTEM

1/2

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Maintenance/Repairs :														
1.	Pest Control Serv. 1 lot (4qrts)		₱12,000	x			x			x			x		
2.	Termite Interception 12 mos.		₱30,000	x	x	x	x	x	x	x	x	x	x	x	x
3.	Refilling of Fire Ext. 30 units		8,700	x											
4.	Service Repair of Scanner 1 unit		3,000		x										
5.	Service Repair of 3 cars		200,000			x			x			x			x
6.	Office Vehicle Service Repair of A/Cs 22 units		150,000			x			x			x			x
7.	Service Repair of other equipment 1 lot		150,000			x			x			x			x

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				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
2/2 8.	Service Repair of Franking machine	1 unit (2qtrs)	₱4,620					x			x				
9.	Service Repair of Fast Printers	3 units	7,500.	x											

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) YEAR - 2014

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UP SYSTEM**

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
1/2 Others :															
1.	UPCAT meals	2,000 pax	₱950,000						X						
2.	Plane fares for	108 pax	950,000					X							
3.	Regional Examiners Courier Services	7,000 env	460,000				X	X	X	X					
4.	for UPCAT Documents Rental of Portalets	1 lot	140,000						X		X				
5.	Plastic tumblers	1,000 pcs	70,000						X						
6.	Instant 3in1 Coffee	5,000 sachets	37,500				X								

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2/2

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
7.	Lipton Tea	1000 pcs.	₱ 5,000				X								
8.	Candies	50 bags	2,500				X								
9.	Face mask/gas mask	1000 pcs.	11,000			X									
10.	Cotton gloves	500 pcs.	10,000			X									
11.	Other supplies/materials 1 lot for UPCAT use		200,000				X			X					

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ADMINISTRATIVE OFFICER V

Submitted By:

PROF. GERALD PIO M. FRANCO
Director, UP Office of Admissions

Head

UNIVERSITY OF THE PHILIPPINES SYSTEM

OFFICE OF ALUMNI RELATIONS
Fonacier Hall, Alumni Center, Magsaysay Ave
UP Diliman, Quezon City 1101
Telefax: #9298226; Trunkline: #9818500 Local 4252

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2014

UP SYSTEM S.P.M.O.
Diliman, Quezon City

RECEIVED

Ref. No. _____
Date: SEP 10 2014
Time: 1055AM
By: turn

End-User/Unit : UPS-Office of Alumni Relations (Fonacier Hall, Alumni Center)

ITEM & SPECIFICATIONS	Unit of Measurement	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Total	Price (Approx.)	Estimated Amount
A. Available at procurement service stories																
COMMON ELECTRICAL SUPPLIES																
1 BALLAST, 18 Watts	piece	12						12						24	67.30	1,615.20
2 BALLAST, 36 Watts	piece	12						12						24	72.75	1,746.00
3 BATTERY, size AA, Alkaline, 2 pcs./packet	packet	2												2	36.50	73.00
4 BATTERY, size AAA, Alkaline, 2 pcs./packet	packet	2												2	15.00	30.00
5 FLOURESCENT LIGHTING FIXTURE, 1 X 20W	set	24												24	290.00	6,960.00
6 FLOURESCENT LIGHTING FIXTURE, 1 X 40W	set	12						12						24	370.00	8,880.00
7 FLOURESCENT LAMP, tubular, 18 Watts	piece	12						12						24	32.77	786.48
8 FLOURESCENT LAMP, tubular, 36 Watts	piece	12						12						24	33.95	814.80
9 STARTER, 4-40 Watts	piece	24						12						36	4.00	144.00
10 TAPE, Electrical	piece	4						2						6	18.60	111.60
11 6 Gang Outlet Extension Wire (Heavy Duty) 10 ft.	set	6												6	350.00	2,100.00
12 WIRE, Electrical (Stranded; gauge #12, 1000 meters)	box				1									1	5,000.00	5,000.00
13 WIRE, Electrical (Solid; gauge #12, 1000 meters)	box				1									1	5,000.00	5,000.00
14 PIN LIGHTS, 18 Watts	piece	5						5						10	150.00	1,500.00
15 Electrical Outlet (4 Gang Outlet)	set							2						2	120.00	240.00
16 Electrical Outlet (2 Gang Outlet)	set										6			6	80.00	480.00
COMMON COMPUTER & XEROX MACHINE SUPPLIES/CONSUMABLES																
1 COMPUTER CONTINUOUS FORMS, 1 Ply, 11" x 9-1/2" 2000	box				2									2	520.00	1,040.00
2 COMPUTER CONTINUOUS FORMS, 2 Ply, 11" x 9-1/2" 1000	box				1									1	585.00	585.00
3 COMPUTER CONTINUOUS FORMS, 3 Ply, 11" x 9-1/2" 500	box				1									1	490.00	490.00
4 COMPUTER CONTINUOUS FORMS, 4 Ply, 11" x 9-1/2" 250	box										1			1	348.00	348.00
5 COMPACT DISK RECORDABLE, min. 700MB, 1x5/2x min. speed, 80mins	piece	12									12			24	9.20	220.80
6 COMPACT DISK REWRITABLE, min. 700MB, 80mins rec., 4x-10min.	piece	12									12			24	17.00	408.00
7 DVD Recordable, 16x speed, 4.7GB capacity	piece										12			12	12.70	152.40
8 DVD Rewritable, 4x speed, 4.7GB capacity	piece										2			2	20.50	246.00
9 FLASH DRIVE, 8GB, USB 2.0, plug and play	piece										2			4	478.00	956.00
10 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				2						2			4	635.00	2,540.00
11 TONER CARTRIDGE, HP Q5949A	cart				1						1			2	3,500.00	7,000.00
12 TONER CARTRIDGE, TK 100, for KYOSERA MITA KM-1500	cart	1			1			1			1			4	2,848.00	11,392.00
13 RIBBON, EPSON RN 8750	cart										2			2	79.00	158.00
14 INK CARTRIDGE, HP CN692AA (HP704) black	cart							1			1			2	332.40	664.80
15 INK CARTRIDGE, HP CN693AA (HP704) tricolor	cart							1			1			2	332.40	664.80
16 INK CARTRIDGE, HP 685- black	cart	2			2			2			2			8	200.00	1,600.00
17 INK CARTRIDGE, HP 685- cyan	cart	2			2			2			2			8	200.00	1,600.00
18 INK CARTRIDGE, HP 685- magenta	cart	2			2			2			2			8	200.00	1,600.00
19 INK CARTRIDGE, HP 685- yellow	cart	2			2			2			2			8	200.00	1,600.00
20 RJ 45	piece										20			20	8.00	160.00
21 CABLE WIRE (INTERNET)	meters										50			50	12.00	600.00
22 TONER CARTRIDGE, HP C2195A	cart										1			1	4,800.00	4,800.00
23 STICKER PAPER (A4 size)	sheets										20			20	3.00	60.00
COMMON OFFICE SUPPLIES																
1 AIR FRESHENER, 280ml/can	can										3			3	93.00	279.00
2 ALOCOHOL 70%, Ethyl	bottle	2	2	2	2	2	2	2	2	2	2	2	2	24	38.00	912.00
3 CLIP, backfold, 25mm, 12s/box	box										2			2	16.00	32.00
4 CLIP, backfold, 50mm, 12s/box	box										2			2	44.00	88.00
5 CLIP, backfold, 19mm, 12s/box	box										2			2	8.00	16.00
6 CLIP, backfold, 32mm, 12s/box	box										2			2	18.00	36.00
7 CORRECTION FLUID, water based, min. 15ml	bottle										6			6	9.90	59.40
8 DATA FILE BOX, (5" X 9" X 15-3/4")	box	24			24			24			24			96	66.00	6,336.00
9 ENVELOPE, documentary (10" x 15"), 500s/box	box	2									2			4	561.00	2,244.00
10 ENVELOPE, mailing white, 500s/box	box	5									5			10	159.85	799.25
11 ENVELOPE, documentary, A4, 500s/box	box	1									1			2	526.50	1,053.00
12 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece										25			25	83.20	2,080.00
13 FOLDER, morocco/fancy, legal size, 50s/pack	pack										1			1	302.00	302.00
14 FOLDER, morocco/fancy, A4 size, 50s/pack	pack										1			1	313.00	313.00
15 FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack										1			1	248.00	248.00
16 GLUE, all purpose, 300 grams min.	jar										6			6	39.00	234.00
17 MAP Pin, round head, 100s/box	box										1			1	37.00	37.00
18 MARKER, Fluorescent, 3 colors/set	set										4			4	42.00	168.00
19 MARKING PEN, whiteboard, black	piece							6			6			6	15.25	91.50
20 MARKING PEN, whiteboard, blue	piece							6			6			6	15.25	91.50
21 MARKING PEN, whiteboard, red	piece							6			6			6	14.00	84.00
22 MARKER, permanent, black	piece	6									6			6	14.00	84.00
23 MARKER, permanent, blue	piece	6									6			6	14.00	84.00
24 MARKER, permanent, red	piece	6									6			6	14.00	84.00
25 OIL, for general purpose, 120 ml.	bottle										1			1	35.00	35.00
26 PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad										2			2	21.00	42.00
27 PAPER, multi-copy, 210mm x 297mm (A4), 80gsm	ream					20		20						40	140.00	5,600.00
28 PAPER, multi-copy, 8 1/2 x 13 (legal size), 70gsm	ream							2						2	222.00	444.00
29 PAPER FASTENER for paper, plastic, 50sets/box	box							5						5	110.00	550.00
30 PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box					5								5	15.90	79.50
31 PAPER CLIP, gem type, 32mm, 100s/box	box					5								5	11.00	55.00
32 PENCIL, lead w/ eraser, one (1) dozen per box	box										1			1	26.00	26.00
33 PUSH PIN, flat head type, assorted colors, 100s/box	box										1			1	30.00	30.00
34 RECORD BOOK, 500 pages, Smyth sewn	book							3						3	89.00	267.00
35 RIBBON, NYLON for manual typewriter	spool										1			1	18.00	18.00
36 RUBBER BAND, 1.0MM MIN THICKNESS, MIN. 350grms/box	box										1			1	133.00	133.00
37 RULER, Plastic, 300mm	piece										3			3	4.00	12.00
38 RULER, Plastic, 450mm	piece										3			3	37.00	111.00
39 SIGN PEN, black	piece	6						6						12	42.00	504.00
40 SIGN PEN, black blue	piece	6						6						12	42.00	504.00
41 SIGN PEN, black red	piece	6						6						12	42.00	504.00
42 STAPLE WIRE, standard, #35	box	6												6	26.00	156.00
43 TAPE, Masking, 24mm, 50meters length	roll										2			2	42.00	84.00
44 TAPE, Masking, 48mm, 50meters length	roll										2			2	84.00	168.00

[illegible]

5	TYPEWRITER, CLEANING SERVICES	unit			1											1	250.00	250.00
6	TYPEWRITER, REPAIR SERVICES	unit			1											1	200.00	200.00
7	COMPUTER, PC-CLEANING & REPAIR SERVICES	unit	3			3						3				12	500.00	6,000.00
8	PHOTO COPIER, CLEANING & REPAIR SERVICES	unit	1									1				2	500.00	1,000.00
9	ROOF, ROOMS & BUILDING REPAIR SERVICES	service	2	2	2	2	2	2	2	2	2	2	2	2	2	24	500.00	12,000.00
10																0	-	-
PURCHASE OF OFFICE EQUIPMENT, APPLIANCE AND FURNITURE																		
1	PRINTER, LASERJET PRO 400, M401n (HP)	unit														1	28,000.00	28,000.00
2	FAX MACHINE (Plain paper) Multi-purpose	unit														6	5,500.00	5,500.00
3	EMERGENCY LIGHT, automatic light up on power interruption	set														6	1,800.00	10,800.00
																0	-	-
																	3,483,828.75	

TOTAL WITH 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET

We hereby warrant that the total amount reflected in this Project Procurement Management Plan (PPMP) to procure the listed common-use supplies, materials, equipment, projects, utility bills and services has been included in or is within our approved budget for the year.

Prepared by:

MR. JAY CLAMORATO
URA II

Approved by:

PROF. JOSE WENDELL P. CAPILI, Ph.D.
Asst. Vice President for Public Affairs &
Director, UPS-Office of Alumni Relations

94,300

UNIVERSITY OF THE PHILIPPINES SYSTEM
Diliman, Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

UP SYSTEM S.P.M.O.	
Diliman, Quezon City	
RECEIVED	
Ref. No. _____	SEP 10 2014
Date: _____	
Time: _____	11:01 Am
By: _____	ERMA

END-USER/UNIT: OFFICE OF INTERNATIONAL LINKAGES

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	I. Car Maintenance														
	1. Gasoline for 10 months (Ave. 7,000/mo.)		70,000.00								As needed				
	2. Change OIL		5,045.00						Prepare documents						
	3. Change OIL		7,000.00											Prepare documents	
	Sub-Total		82,045.00												
	II. Development and Printing of leaflets	1,000 copies	85,000.00												
	III. Equipment and other Request														
	1. Filing Cabinet	4 units	22,720.00 (actual)	Prepared documents for bidding				Delivered							
	2. APC Back-UPS	5 units	26,725.00 (actual)	Prepared documents for bidding		Delivered									
	3. LCD Projector with Tripod Screen	1 unit	26,900.00 (actual)	Prepared docs for bidding				Delivered							
	4. Office Chairs with Arms	6 units	30,000.00								Prepare documents for bidding				
	5. Desktop Computer set	1 unit	60,000.00								Prepare documents for bidding				
	6. Computer Table with Chair	2 sets	20,000.00								Prepare documents for bidding				
	7. Video Camera	1 units	25,000.00								Prepare documents for bidding				

8.	Laptop	1 unit	35,000.00								Prepare documents for bidding as soon as the request is approved.
9.	Software Microsoft Win 8 Professional 64 BIT OEM	3 units	22,464.00								Prepare documents for bidding as soon as the request is approved.
10.	Software Microsoft Office PRO 2013 32-BIT/x64	3 units	55,464.00								Prepare documents for bidding as soon as the request is approved.
11.	Carpet (entrance of OIL and UPSIO)	1 lot	15,000.00								Prepare documents for bidding as soon as the request is approved.
12.	LCD Projector	1 unit	40,000.00								Prepare documents for bidding
13.	Dining table good for 4 persons	1 unit	30,000.00								Prepare documents for bidding as soon as the request is approved.
14.	Carrier Allum Blade	1 unit	2,500.00						Paid in cash		
15.	Computer Table	1 unit	1,889.77						Paid in cash		
16.	Small Cabinet	1 unit	2,999.75							Paid in cash	
17.	Office Table	1 unit	4,799.75							Paid in cash	
	Sub-Total		421,462.27								
	Grand Total		588,507.27								

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


Maria Evelyn R. Dilig
Administrative Officer III

Submitted By:


Rhodora V. Azanza, Ph.D.
Assistant Vice President for Academic Affairs
Director, Office of International Linkages

ANNUAL PROCUREMENT PLAN FOR 2014

For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
 2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
 3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
 4. Do not delete any field in the APP Form.
 5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
 6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
 7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
 8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

UP SYSTEM S.P.M.O.
Diliman, Quezon City
RECEIVED
Ref. No. _____
Date: 8/5/14
Time: 9:47 AM
By: ES OLS

ENCODED
ES OLIS
AUG 05 2014

Department/Bureau/Office: Office of International Linkages, University of the Philippines
Region: National Capital Region
Address: First Floor Mezzanine, North Wing, Quezon Hall
U.P. Dilliman, Quezon City

Contact Person: Maria Evelyn R. Dilig
Position: Administrative Officer III
E-mail : evelyn.dilig@yahoo.com
Telephone/Mobile Nos: +632-9288321

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	951.08	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	338.00	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE, 50 CDs capacity	piece												1	1	50.84	50.84
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece													0	8.79	-
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece													0	16.62	-
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece									10			20	30	11.70	351.00
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece									10			20	30	19.96	598.80
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece													0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece									3				3	468.00	1,404.00
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	615.06	-
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	708.90	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart													0		-
37. INK CARTRIDGE, Epson TO18	cart													0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
40. INK CARTRIDGE, Epson T038	cart													0	482.46	-
41. INK CARTRIDGE, Epson T039	cart													0	755.82	-
42. MOUSE, optical, USB conection type	piece												3	3	197.60	592.80
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50 TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
74. RIBBON, Epson RN 8755	cart													0	84.76	-
75. RIBBON, Epson RN 8750	cart													0	76.75	-
76. RIBBON, Epson RN 7754	cart													0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-
2. AIR FRESHENER, 280mL/can	can									2			2	4	92.56	370.24
3. ALCOHOL, 70%, ethyl	bottle									4			4	8	37.70	301.60
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-	
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-	
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-	
11. CLIP, bulldog (3")	piece								5				5	10	8.42	84.20	
12. CLIP, backfold, 25mm, 12s/box	box								5				5	10	15.60	156.00	
13. CLIP, backfold, 50mm, 12s/box	box								5				5	10	43.68	436.80	
14 CLIP, backfold, 19mm, 12s/box	box								5				5	10	7.54	75.40	
15. CLIP, backfold, 32mm, 12s/box	box								5				5	10	17.42	174.20	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-	
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-	
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-	
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-	
21. CORRECTION FLUID, water based, min 15mL.	bottle												3	3	9.82	29.46	
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	64.47	-	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-	
24. ENVELOPE, documentary (10"x15"), 500s/box	box													0	560.56	-	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box												1	1	675.86	675.86	
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-	
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-	
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-	
30. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-	
31. ERASER, blackboard/whiteboard	piece													0	11.44	-	
32. ERASER, rubber	piece													0	4.68	-	
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-	
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-	
35. FOLDER, tagboard, legal size, 100s/box	pack									1				1	413.92	413.92	
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-	
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-	
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	312.00	-	
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-	
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack												1	1	228.80	228.80	
41. GLUE, all purpose, 300 grams min.	jar									2				2	37.43	74.86	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-	
43. INDEX CARD,3"x 5",ruled both sides, 500s/pack	pack													0	44.45	-	
44. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack													0	99.84	-	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box									5			5	10	67.60	676.00	
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-	
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-	
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-	
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-	
52. MAP PIN, round head, 100s/box	box													0	36.40	-	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
53. MARKER, fluorescent, 3 colors/set	set												2	2	41.60	83.20
54. MARKING PEN, whiteboard, black	piece									2				2	15.08	30.16
55. MARKING PEN, whiteboard, blue	piece													0	15.08	-
56. MARKING PEN, whiteboard, red	piece													0	15.08	-
57. MARKER, permanent, black	piece									2				2	13.50	27.00
58. MARKER, permanent, blue	piece													0	13.50	-
59. MARKER, permanent, red	piece													0	13.50	-
60. MARKING PEN, for transparency	set													0	84.24	-
61. NOTE BOOK, stenographer's, 40 leaves	piece												10	10	7.49	74.90
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad													0	36.40	-
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-
66. OIL, for general purpose, 120 mL	bottle													0	30.99	-
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream									30			30	60	104.80	6,288.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad													0	20.57	-
74. PAPER, thermal, 210mmx30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	37.44	-
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream													0	139.32	-
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream													0	161.20	-
78. PAPER FASTENER, for paper, metal, 50 sets/box	box													0	82.04	-
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box													0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box									10			15	25	8.84	221.00
81. PENCIL, lead, w/eraser, one(1) dozen per box	box									2			2	4	24.89	99.56
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-
84. RECORD BOOK, 300 pages, Smyth sewn	book													0	50.44	-
85. RECORD BOOK, 500 pages, Smyth sewn	book									2			2	4	88.40	353.60
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box												1	1	132.68	132.68
94. RULER, plastic, 300mm	piece													0	3.64	-
95. RULER, plastic, 450mm	piece													0	36.40	-
96. SIGN PEN, black	piece									10			12	22	41.48	912.56
97. SIGN PEN, blue	piece									10			12	22	41.48	912.56

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
98. SIGN PEN, red	piece													0	41.48	-
99. STAMP PAD INK, violet, 50mL	bottle												1	1	27.04	27.04
100. STAMP PAD, felt pad, min 60mm x 100mm	piece													0	24.96	-
101. STAPLE WIRE, standard, #35	box									1			2	3	25.98	77.94
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll													0	41.60	-
104. TAPE, masking, 48mm, 50 meters length	roll									2			2	4	83.82	335.28
105. TAPE, transparent, 24mm, 50 meters	roll									5			5	10	10.87	108.70
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-
107. TAPE, packaging, 48mm, 50 meters length	roll									2				2	19.24	38.48
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
110. TOILET TISSUE, 12 rolls/pack	pack													0	61.15	-
111. TWINE, plastic, one kilo per roll	roll													0	57.20	-
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack												1	1	10.40	10.40
2. CUTTER, heavy duty	piece													0	27.04	-
3. PUNCHER, heavy duty	piece									2				2	114.40	228.80
4. SCISSORS, (6")	pair													0	18.72	-
5. SHARPENER, single cutterhead	piece													0	147.35	-
6. STAMPING DATER, self-inking stamp	piece												1	1	436.80	436.80
7. STAPLER, heavy duty, standard	piece													0	162.84	-
8. STAPLE REMOVER, twin jaws	piece													0	19.64	-
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece												1	1	40.23	40.23
10. WASTE BASKET, plastic	piece													0	20.99	-
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-
2. BROOM, soft (tambo)	piece													0	119.60	-
3. BROOM, STICK (tingting)	piece													0	19.76	-
4. CLEANSER, powder, 350gms.	canister												1	1	17.32	17.32
5. DETERGENT POWDER, all purpose, 500gms.	pouch													0	17.16	-
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-
7. DISINFECTANT SPRAY, 400 grams net content	can									1			1	2	239.20	478.40
8. DUST PAN, non-rigid plastic, with detachable handle	piece												1	1	26.00	26.00
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-
12. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-
13. INSECTICIDE, 600mL (420g) /can	can													0	116.48	-
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-
15. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-
16. RAG, COTTON, (7") in diameter	kilo									1			1	2	43.68	87.36
17. SCOURING PAD, economy size	pack													0	131.96	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	33.28	-
20. TRASHBAG, plastic, black, (XL)	roll													0	103.79	-
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream													0	119.22	-
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-
13. ELECTRIC FAN, with stand	unit													0	764.40	-
14. ELECTRIC FAN, wall type	unit													0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit													0	4,451.20	-
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-	unit													0	1,130.48	-

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toxic, non-corrosive, 4.5kg (10lbs.), brand new																
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/FM Radio	unit													0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	unit													0	2,038.40	-
HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-

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b. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set													0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm),																-
foldcote 12 w/ plastic lamination, one(1) set of four																-
(4) volumes as follows:																-
Volume I (103 pages) - white color																-
Volume II (138 pages) - light blue color																-
Volume III (124 pages) - light yellow color																-
Volume IV (118 pages) - light green color																-
OTHER CONSUMABLES																
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart													0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart													0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart													0	809.88	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	606.90	-
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart													0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart													0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart													0	737.46	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	1,230.12	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	393.72	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart													0	393.72	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart													0	393.72	-
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart													0	1,365.78	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart													0	682.38	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart													0	973.08	-
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart													0	973.08	-
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart													0	973.08	-
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart													0	1,363.74	-
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart													0	467.12	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart													0	390.66	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart													0	390.66	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart													0	390.66	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart													0	390.66	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart													0	628.32	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart													0	1,232.16	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart													0	722.16	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart													0	1,365.78	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart													0	588.54	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	1,177.08	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	706.86	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart													0	1,374.96	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart													0	589.86	-
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	903.72	-
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	984.30	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart													0	332.32	-
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart													0	322.32	-
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													0	747.66	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart													0	561.00	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart													0	561.00	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart													0	561.00	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart													0	1,122.00	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	332.32	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,550.40	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-
58. INK CARTRIDGE, Brother LC67HYH, yellow	cart													0	938.40	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	681.36	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	453.90	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	984.30	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-
70. INK CARTRIDGE, Epson C13To28091, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-
71. INK CARTRIDGE, Epson C13To29091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-
72. INK CARTRIDGE, Epson C13To32190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-
73. INK CARTRIDGE, Epson C13To32290, Cyan, for printer Stylus C80	cart													0	586.50	-
74. INK CARTRIDGE, Epson C13To32390, Magenta, for printer Stylus C80	cart													0	586.50	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-
95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer Stylus T40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-

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100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-
136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-
141. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-
150. TONER CARTRIDGE, HP CE278A, black	cart													0	3,011.04	-
151. TONER CARTRIDGE, HP CE285A, black	cart													0	2,655.06	-
152. TONER CARTRIDGE, HP CE505A, black	cart													0	3,590.40	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	3,395.58	-
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,420.28	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	5,389.68	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	6,977.82	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-
169. TONER CARTRIDGE, Brother TN-2025	cart													0	2,601.00	-
170. TONER CARTRIDGE, Brother TN-2130	cart													0	1,785.00	-
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,264.00	-
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	-
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	25,586.70	-
177. TONER CARTRIDGE, Developer, Epson C13S050005, for printer EPL-5500	cart													0	3,112.02	-
178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800	cart													0	5,095.92	-
179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L	cart													0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200	cart													0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
182. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-	
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-	
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-	
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-	
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-	
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-	
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-	
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-	
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-	
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-	
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,224.00	-	
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	940.44	-	
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-	
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	373.32	-	
200. PRINthead, HP 11, black, C4810A , 8 ml	cart													0	1,365.78	-	
201. PRINthead, HP 11, cyan, 8 ml	cart													0	1,365.78	-	
202. PRINthead, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-	
203. PRINthead, HP 11 yellow, 8 ml	cart													0	1,365.78	-	
204. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-	
205. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-	
206. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-	
207. PHOTOCONDUCTOR UNIT, Epson C13SO51099, for printer EPL 6200/6200L	cart													0	3,391.50	-	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
1														0		-	
2														0		-	
3														0		-	
4														0		-	
5														0		-	
6														0		-	
7														0		-	
8														0		-	
9														0		-	
10														0		-	
Office Supplies																	

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Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Computer Equipment and Accessories																	
1														0		-	
2														0		-	
3														0		-	
4														0		-	
5														0		-	
6														0		-	
7														0		-	
8														0		-	
9														0		-	
10														0		-	
*Other Categories																	
1														0		-	
2														0		-	
3														0		-	
4														0		-	
5														0		-	
6														0		-	
7														0		-	
8														0		-	
9														0		-	
10														0		-	

***GRAND TOTAL:

38,688.63

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

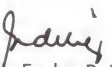
***Grand total for Items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


Maria Evelyn R. Dilig
Property/Supply Officer

Accountant /


Rhodora V. Azanza, Ph.D.
Head of Office/Agency

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

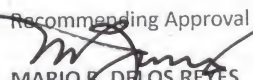
Local Budget Officer

Date Prepared: 30 July 2014

UP CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES
ANNUAL PROCUREMENT PLAN 2014 (AS OF December 2014)
(Goods, Infrastructure and Consultancy Projects)

Code	Program/Projects/Activity	End-User	Mode of Procurement	Pre-Procurement	Ads/Post of 1TB	Pls. indicate Date		Bid Evaluation	Post Qual.	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance Turn-Over	Source of Funds	PS	MODE	CO	Remarks
						Pre-Bid Conf.	Sub/Open of Bids												
Goods	COMMON ELECTRICAL SUPPLIES	SURP	Alternative Mode										Aug-Dec.2014						
	Battery, AA Alkaline																	369.36	
	Battery, AAA Alkaline																	347.04	
Goods	COMMON COMPUTER SUPPLIES	SURP	Alternative Mode										Aug-Dec. 2014						
	Compact Disk Recordable, 700MB																	240.00	
	DVD Recordable, 4.7 GB cap.																	336.00	
	DVD Rewritable, 4.7 GB cap.																	418.08	
	Ink cartridge, HP 21 Black																	1,567.80	
	Ink cartridge, HP 22 Color																	1,807.00	
	Ink cartridge, HP 704 Black																	3,328.00	
	Ink Cartridge, HP 704 Color																	3,328.00	
	Ink cartridge, HP 678 Black																	3,463.20	
	Ink cartridge, HP 678 Color																	3,608.80	
	Toner cartridge, HPCE285A Black																	2,707.12	
	Toner cartridge, HP 7115A Black																	3,156.00	
	Mouse P/S 2 type																	1,372.80	
	Flash drive, 16 GB																	1,903.60	
	External drive, 1 TB																	3,909.00	
	Multimedia Projector																	19,000.00	
	Sony Recorder, MP3																	6,200.00	
	Copy paper, multicopy, A-4																	2,798.88	
	Printer, deskjet type																	5,100.00	
	Laptop Computer																	48,800.00	
	Total Amount																	114,477.08	

Prepared by BAC Secretariat

Recommending Approval

MARIO R. DE LOS REYES
Program Leader

Approved by:


EDNA E. A. CO

Director

UP SYSTEM S.P.M.O.
Diliman, Quezon City
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UNIVERSITY OF THE PHILIPPINES SYSTEM
CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES
Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014
For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga
Position : Senior Administrative Asst. II
E-mail : upcids@yahoo.com
Telephone No.(s) : 929-3540/435-9283/928-8387
UP PABX Local : 4266/ 4267/ 4268

		QUANTITY REQUIREMENT													** PS Price Catalogue as of	TOTAL AMOUNT plus 10% VAT
ITEM & SPECIFICATIONS	Unit of Measure	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT.	OCT.	NOV.	DEC	TOTAL		
ELCTRICAL SUPPLIES																
Battery, size AA, alkaline, 2 pcs./packet	packet									3			3	6	as of 2014	127.45
Battery, size AAA, alkaline, 2 pcs./packet	packet									3			3	6	as of 2012	95.099
Flourescent Lamp, tubular, 36watts	piece									6			6	12	as of 2011	446.82
Compact Flourescent light	piece									3			3	6	as of 2014	685.01
Starter, for 36 & 18 watts	piece									9			9	18	as of 2013	100.98
TAPE, electrical	roll									3			2	5	as of 2011	641.52
COMMON COMPUTER SUPPLIES/CONSUMABLES																2,096.88
INK CARTRIDGE, HP C9351A (black) HP 21	cart									6			3	9	as of 2010	8,415.00
INK CARTRIDGE, HP C9352A (color) HP 22	cart									4			2	6	as of 2010	6,600.00
for HP Office Het 4355 All in one HP OJ 4355																
Mouse, optical, USB connection type	piece									3			3	6	as of 2013	2,310.00
TONER CARTRIDGE, HP Laserjet 5L/6L C3906 F	cart												2	2	as of 2013	7,040.00
TONER CARTRIDGE, HP C4096A	cart									2			2	4	as of 2014	22,880.00
TONER CARTRIDGE, HP Q2612A	cart												2	2	as of 2009	5,940.00
TONER CARTRIDGE, HP Laserjet 85A; P1102w	cart									2			3	5	as of 2014	15,400.00
TONER CARTRIDGE, HP 685 CZ275B Set	cart									1			1	2	as of 2014	2,304.50
Advantage 3525																
TONER CARTRIDGE, TK 100 for Kyocera Mita K-1500	cart									2			3	5	as of 2013	14,000.00
COMMON OFFICE SUPPLIES																84,889.50
AIR FRESHENER, 280mL/can	can									3			3	6	as of 2012	592.02
ALCOHOL, 70% ethyl	bottle									10			10	20	as of 2013	420.42
AUDIO CASSETTE TAPE, 90 min. recording	piece									10			10	20	as of 2012	343.20
CORRECTION Fluid, water based, 15ml	bottle									5			5	10	as of 2011	108.02
CORRECTION TAPE	piece									5			5	10	as of 2014	133.20
ENVELOPE, Expanding, Kraft, Legal size 100s/box	box									2			3	5	as of 2012	3,717.23
ENVELOPE, Documentary A-4, 500s/box	box												4	4	as of 2012	2,315.46
FOLDER, tagboard, legal size 100s/box	box									5			5	10	as of 2012	4,553.12
FOLDER, tagboard, A4 size 100s/box	pack									5			5	10	as of 2014	2,207.48
MARKER, fluoresent, 3 colors/set	set									3			3	6	as of 2013	243.94
MARKING PEN, Whiteboard, black	piece									10			10	20	as of 2012	331.76
MARKING PEN, Whiteboard, blue	piece									10			10	20	as of 2012	331.76
MARKING PEN, Whiteboard, red	piece									10			10	20	as of 2012	331.76

UP SYSTEMS INC.

Diliman, Quezon City

15,629.37

UP SYSTEMS
Diliman, Quezon City

15,629.37

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TOTAL AS OF THIS PAGE (1) 102,615.75

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Date: SEP 08 2014

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UNIVERSITY OF THE PHILIPPINES SYSTEM
 CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES
 Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014
 For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga
 Position : Senior Administrative Asst. II
 E-mail : upcids@yahoo.com
 Telephone No.(s) : 929-3540/435-9283/928-8387
 UP PABX Local : 4266/ 4267/ 4268

		QUANTITY REQUIREMENT														** PS Price Catalogue as of	TOTAL AMOUNT
ITEM & SPECIFICATIONS	Unit of Measure	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT.	OCT.	NOV.	DEC	TOTAL			
COMMON OFFICE SUPPLIES																	
MARKER, permanent, black	piece										10		10	20	as of 2012	320.32	
MARKER, permanent, blue	piece										10		10	20	as of 2012	320.32	
MARKER, permanent, red	piece										10		10	20	as of 2012	320.32	
PAPER, Bond, Prem. Gr., 210mm x 297mm (A4) 70gsm	ream									10	20		20	50	as of 2013	61,924.50	
PAPER, for Plain Paper Copier, 210mm x 297mm (A4)	ream									10	5		5	20	as of 2013	2,476.98	
PAPER, BOND (LONG)	ream									5	5		5	15	as of 2013	1,999.47	
PARCHMENT PAPER, A4size, 80 gsm, 100sheets/p	ream									2			2	4	as of 2012	709.28	
PAPER FASTENER, for paper, metal, 50 sets/box	box										5		2	7	as of 2014	476.55	
PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box										5		10	15	as of 2014	231.83	
PAPER CLIP, gem type, j32mm, 100s/box	box									10			10	20	as of 2014	135.30	
PENCIL, lead, w/ eraser, one(1) dozen per box	box									20		10	20	50	as of 2012	1,368.95	
RECORD BOOK, 300 pages, smyth sewn	pcs										5		5	10	as of 2013	567.71	
RING BINDER, (1/2" x44"), plastic	piece									10		10	5	25	as of 2012	120.18	
SIGN PEN, black	piece									15		15	15	45	as of 2014	2,264.63	
SIGN PEN, blue	piece									15		15	15	45	as of 2014	2,269.08	
SIGN PEN, red	piece									15		15	15	45	as of 2012	2,053.26	
																77,558.67	
COMMON OFFICE SUPPLIES																	
STAPLE WIRE, standard, #35	box										3		3	6	as of 2012	171.47	
TAPE, masking, 24mm, 50 meters length	roll										5		5	10	as of 2014	549.12	
TAPE, transparent, 24mm, 50 meters	roll										10		10	20	as of 2014	382.14	
TAPE, packaging 48mm, 50 meters length	roll										10		10	20	as of 2012	424.28	
TOILET TISSUE, 12 rolls/pack	pack										10		10	20	as of 2014	1,652.64	
TWINE, plastic, one kilo per roll	roll										2		2	4	as of 2014	189.77	
WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll										1		1	2	as of 2012	366.08	
SCISSORS, (6")	pair										5		5	10	as of 2013	171.49	
STAMPING DATER, self-inking stamp	piece												1	1	as of 2012	480.48	
TAPE DISPENSER, heavy duty, for 24mm(1")	piece												1	1	as of 2012	55.63	
																4,443.10	
COMMON JANITORIAL SUPPLIES																	
BATHROOM SOAP, 70gms.	piece										10		10	20	as of 2012	320.32	
CLEANSER, powder, 350gms.	canister										4		4	8	as of 2012	152.416	
DETERGENT POWDER, all purpose, 500gms.	pouch										5		5	10	as of 2012	188.76	
DETERGENT Bar, min 393 grams net m., 4 pcs/bar	bar										5		5	10	as of 2012	263.12	
INSECTICIDE, 600mL (420g)/can	can										4		4	8	as of 2012	1025.024	
SCOURING PAD, economy size	pack										1		1	2	as of 2012	290.312	
TOILET BOWL & URINAL CLEANER, 900mL	bottle										5		5	10	as of 2012	686.4	
																2,926.35	

TOTAL AS OF THIS PAGE (2)

84,928.12

UNIVERSITY OF THE PHILIPPINES SYSTEM
CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES
Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014
For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga
Position : Senior Administrative Asst. II
E-mail : upcids@yahoo.com
Telephone No.(s) : 929-3540/435-9283/928-8387
UP PABX Local : 4266/ 4267/ 4268

ITEM & SPECIFICATIONS	Unit of Measure	QUANTITY REQUIREMENT												TOTAL	** PS Price Catalogue as of	TOTAL AMOUNT	
		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT.	OCT.	NOV.	DEC				
COMMON OFFICE EQUIPMENT																	
OTHER ITEMS NOT AVAILABLE AT PS BUT TO BE PURCHASED FROM OTHER SOURCES - WHEN NEED ARISES (NOTE: NO IDEA OF PRICE OF ITEMS) FOR CANVASS																	
OFFICE EQUIPMENT AND ACCESSORIES																	
1) GLASS BOARD (WHITEBOARD) SIZE - - - -															5,600.00	6,160.00	
2) UPS PowerCom - Replacement															10,000.00	11,000.00	
3) Water Dispenser (Hot & Cold)															6,000.00	6,600.00	
Newspapers (PDI, Phl. Star, Manila Bulletin)		from January to December @ P1,900.00													22,800.00	22,800.00	
REPAIRS AND MAINTENANCE																	
Koppel Ceiling Mounted - 13 units (cleaning & freon)									@ 3,500./unit x 5 units					17,500.00	19,250.00		
DESKTOP COMPUTERS AND PRINTERS - 5 UNITS					Quarterly based @ 7,500 x 5 plus 10% VAT = P41,250.00									37,500.00	41,250.00		
XEROX COPIER - 2 UNITS (SPARE PARTS)					Acq. Cost P57,000.00									25,000.00	27,500.00		
Plumbing - Repair of faucet, sink, (Parts -flush valve), etc.				flush valve	P6,997.00)									12,000.00	13,200.00		
VEHICLE SPARE PARTS, REGISTRATION / INSURANCE	Insurance (P 3,779.66)	Parts - (P13,356.00)			Registration (P7,097.18)							July to December			24,232.66	26,655.93	
GASOLINE , CHANGE OIL OF VEHICLE W/PLATE No. SLB 37	Gasoline	39,500					Change oil = P9,000.00						July to December			48,500.00	53,350.00
Refill of Fire Extinguishers (5 units)				@300./unit										1,500.00	1,650.00		
*OTHER CATEGORIES																	
PRINTING MATERIALS FOR PUBLICATION				350 copies	350-page									250,000.00	275,000.00		
TARPAULINE, INVITATION									August to December					17,000.00	18,700.00		
RTDs/FORA FOOD EXPENSES									August to December					72,000.00	79,200.00		
																602,315.93	
***GRAND TOTAL -----																789,859.79	

TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET

*Other Categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

NOTE: Revised as of September 5, 2014


ELLEN V. COMETA
Administrative Asst./II Date: September 5, 2014

Certified Funds Available/
Certified Appropriate Funds Available:

APPROVED:


JOCELYN D.A. DIMAYUGA
Senior Administrative Asst./II

ACCOUNTANT/ Local Budget Officer


Director, CIDS

UNIVERSITY OF THE PHILIPPINES SYSTEM
CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES
 Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014
 For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga
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 UP PABX Local : 4266/ 4267/ 4268

ITEM & SPECIFICATIONS	Unit of Measure	QUANTITY REQUIREMENT												** PS Price Catalogue as of	TOTAL AMOUNT
		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT.	OCT.	NOV.	DEC	TOTAL	
ELCTRICAL SUPPLIES															plus 10% VAT
Battery, size AA, alkaline, 2 pcs./packet	packet									3			3	6	as of 2014 127.45
Battery, size AAA, alkaline, 2 pcs./packet	packet									3			3	6	as of 2012 95.099
Flourescent Lamp, tubular, 36watts	piece									6			6	12	as of 2011 446.82
Compact Flourescent light	piece									3			3	6	as of 2014 685.01
Starter, for 36 & 18 watts	piece									9			9	18	as of 2013 100.98
TAPE, electrical	roll									3			2	5	as of 2011 641.52
COMMON COMPUTER SUPPLIES/CONSUMABLES															2,096.88
INK CARTRIDGE, HP C9351A (black) HP 21	cart									6			3	9	as of 2010 8,415.00
INK CARTRIDGE, HP C9352A (color) HP 22	cart									4			2	6	as of 2010 6,600.00
for HP Office Het 4355 All in one HP OJ 4355															
Mouse, optical, USB connection type	piece									3			3	6	as of 2013 2,310.00
TONER CARTRIDGE, HP Laserjet 5L/6L C3906 F	cart												2	2	as of 2013 7,040.00
TONER CARTRIDGE, HP C4096A	cart									2			2	4	as of 2014 22,880.00
TONER CARTRIDGE, HP Q2612A	cart												2	2	as of 2009 5,940.00
TONER CARTRIDGE, HP Laserjet 85A; P1102w	cart									2			3	5	as of 2014 15,400.00
TONER CARTRIDGE, HP 685 CZ275B Set	cart									1			1	2	as of 2014 2,304.50
Advantage 3525															
TONER CARTRIDGE, TK 100 for Kyocera Mita K-1500	cart									2			3	5	as of 2013 14,000.00
COMMON OFFICE SUPPLIES															84,889.50
AIR FRESHENER, 280mL/can	can									3			3	6	as of 2012 592.02
ALCOHOL, 70% ethyl	bottle									10			10	20	as of 2013 420.42
AUDIO CASSETTE TAPE, 90 min. recording	piece									10			10	20	as of 2012 343.20
CORRECTION Fluid, water based, 15ml	bottle									5			5	10	as of 2011 108.02
CORRECTION TAPE	piece									5			5	10	as of 2014 133.20
ENVELOPE, Expanding, Kraft, Legal size 100s/box	box									2			3	5	as of 2012 3,717.23
ENVELOPE, Documentary A-4, 500s/box	box												4	4	as of 2012 2,315.46
FOLDER, tagboard, legal size 100s/box	box									5			5	10	as of 2012 4,553.12
FOLDER, tagboard, A4 size 100s/box	pack									5			5	10	as of 2014 2,207.48
MARKER, fluorescent, 3 colors/set	set									3			3	6	as of 2013 243.94
MARKING PEN, Whiteboard, black	piece									10			10	20	as of 2012 331.76
MARKING PEN, Whiteboard, blue	piece									10			10	20	as of 2012 331.76
MARKING PEN, Whiteboard, red	piece									10			10	20	as of 2012 331.76

15,629.37

TOTAL AS OF THIS PAGE (1)

102,615.75

Encoded by
 ES OUC
 AUG 06 2014

UNIVERSITY OF THE PHILIPPINES SYSTEM
 CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES
 Ang Bahay ng Alumni, Magsaysay Avenue, Diliman, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2014
 For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga
 Position : Senior Administrative Asst. II
 E-mail : upcids@yahoo.com
 Telephone No.(s) : 929-3540/435-9283/928-8387
 UP PABX Local : 4266/ 4267/ 4268

		QUANTITY REQUIREMENT															
ITEM & SPECIFICATIONS	Unit of Measure	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT.	OCT.	NOV.	DEC	TOTAL	** PS Price Catalogue as of	TOTAL AMOUNT	
COMMON OFFICE SUPPLIES																	
MARKER, permanent, black	piece										10		10	20	as of 2012	320.32	
MARKER, permanent, blue	piece										10		10	20	as of 2012	320.32	
MARKER, permanent, red	piece										10		10	20	as of 2012	320.32	
PAPER, Bond, Prem. Gr., 210mm x 297mm (A4) 70gsm	ream									10	20		20	50	as of 2013	61,924.50	
PAPER, for Plain Paper Copier, 210mm x 297mm (A4)	ream									10	5		5	20	as of 2013	2,476.98	
PAPER, BOND (LONG)	ream									5	5		5	15	as of 2013	1,999.47	
PARCHMENT PAPER, A4size, 80 gsm, 100sheets/p	ream									2			2	4	as of 2012	709.28	
PAPER FASTENER, for paper, metal, 50 sets/box	box										5		2	7	as of 2014	476.55	
PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box										5		10	15	as of 2014	231.83	
PAPER CLIP, gem type, j32mm, 100s/box	box									10			10	20	as of 2014	135.30	
PENCIL, lead, w/ eraser, one(1) dozen per box	box									20		10	20	50	as of 2012	1,368.95	
RECORD BOOK, 300 pages, smyth sewn	pcs										5		5	10	as of 2013	567.71	
RING BINDER, (1/2" x44"), plastic	piece									10		10	5	25	as of 2012	120.18	
SIGN PEN, black	piece									15		15	15	45	as of 2014	2,264.63	
SIGN PEN, blue	piece									15		15	15	45	as of 2014	2,269.08	
SIGN PEN, red	piece									15		15	15	45	as of 2012	2,053.26	
																77,558.67	
COMMON OFFICE SUPPLIES																	
STAPLE WIRE, standard, #35	box										3		3	6	as of 2012	171.47	
TAPE, masking, 24mm, 50 meters length	roll										5		5	10	as of 2014	549.12	
TAPE, transparent, 24mm, 50 meters	roll										10		10	20	as of 2014	382.14	
TAPE, packaging 48mm, 50 meters length	roll										10		10	20	as of 2012	424.28	
TOILET TISSUE, 12 rolls/pack	pack										10		10	20	as of 2014	1,652.64	
TWINE, plastic, one kilo per roll	roll										2		2	4	as of 2014	189.77	
WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll										1		1	2	as of 2012	366.08	
SCISSORS, (6")	pair										5		5	10	as of 2013	171.49	
STAMPING DATER, self-inking stamp	piece												1	1	as of 2012	480.48	
TAPE DISPENSER, heavy duty, for 24mm(1")	piece												1	1	as of 2012	55.63	
																4,443.10	
COMMON JANITORIAL SUPPLIES																	
BATHROOM SOAP, 70gms.	piece										10		10	20	as of 2012	320.32	
CLEANSER, powder, 350gms.	canister										4		4	8	as of 2012	152.416	
DETERGENT POWDER, all purpose, 500gms.	pouch										5		5	10	as of 2012	188.76	
DETERGENT Bar, min 393 grams net m., 4 pcs/bar	bar										5		5	10	as of 2012	263.12	
INSECTICIDE, 600mL (420g)/can	can										4		4	8	as of 2012	1025.024	
SCOURING PAD, economy size	pack										1		1	2	as of 2012	290.312	
TOILET BOWL & URINAL CLEANER, 900mL	bottle										5		5	10	as of 2012	686.4	
																2,926.35	

TOTAL AS OF THIS PAGE (2)

84,928.12

UNIVERSITY OF THE PHILIPPINES SYSTEM
CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES
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ANNUAL PROCUREMENT PLAN FOR 2014
For Common- Use Supplies and Equipment

Contact Person : Jocelyn D.A. Dimayuga
Position : Senior Administrative Asst. II
E-mail : upcids@yahoo.com
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ITEM & SPECIFICATIONS	Unit of Measure	QUANTITY REQUIREMENT												TOTAL	** PS Price Catalogue as of	TOTAL AMOUNT
		JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT.	OCT.	NOV.	DEC			
COMMON OFFICE EQUIPMENT																
OTHER ITEMS NOT AVAILABLE AT PS BUT TO BE PURCHASED FROM OTHER SOURCES - WHEN NEED ARISES (NOTE: NO IDEA OF PRICE OF ITEMS) FOR CANVASS																
OFFICE EQUIPMENT AND ACCESSORIES																
1) GLASS BOARD (WHITEBOARD) SIZE - - - -														5,600.00		6,160.00
2) UPS PowerCom - Replacement														10,000.00		11,000.00
3) Water Dispenser (Hot & Cold)														5,000.00		5,000.00
REPAIRS AND MAINTENANCE																
Koppel Ceiling Mounted - 13 units (cleaning & freon)									@ 3,500./unit x 5 units					17,500.00		19,250.00
DESKTOP COMPUTERS AND PRINTERS - 5 UNITS																
XEROX COPIER - 2 UNITS (SPARE PARTS)																
Plumbing - Repair of faucet, sink, (Parts -flush valve), etc.														25,000.00		27,500.00
VEHICLE SPARE PARTS, REGISTRATION / INSURANCE														12,000.00		13,200.00
GASOLINE, CHANGE OIL OF VEHICLE W/PLATE No. SLB 37														24,232.66		26,655.93
Refill of Fire Extinguishers (5 units)														48,500.00		53,350.00
														1,500.00		1,650.00
*OTHER CATEGORIES																
PRINTING MATERIALS FOR PUBLICATION																
TARPAULINE, INVITATION														250,000.00		275,000.00
RTDs/FORA FOOD EXPENSES														17,000.00		18,700.00
														72,000.00		79,200.00
***GRAND TOTAL																536,665.93
															Php	724,209.79

TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET

*Other Categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

ELLEN V. COMETA
Administrative Asst. II

Certified Funds Available/
Certified Appropriate Funds Available:

APPROVED:

JOCELYN D.A. DIMAYUGA
Property/Supply Officer

ACCOUNTANT/ Local Budget Officer

EDNA E.A. CO. DPA
Director, CIDS

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **UP CENTER FOR WOMEN'S STUDIES**
Region: NCR
Address: Magsaysay St. Corner Ylanan UP Campus Diliman, Quezon City

UP SYSTEM S.P.M.O.	
Diliman, Quezon City	
RECEIVED	
Ref. No. _____	Date: <u>8/7/14</u>
Contact Person: <u>ILENE A. DE JESUS</u>	
Position: <u>ADMINISTRATIVE OFFICER II</u>	
E-mail: <u>ilene.dejesus@gmail.com</u>	<u>ERNVA</u>
Telephone/Mobile Nos: <u>920-6880</u>	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	67.27	1,614.48
2. BALLAST, 36 watts	piece													0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	4	4	4	4	4	4	4	4	4	4	4	4	48	36.40	1,747.20
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	2	2	2	2	2	2	2	2	2	2	2	2	24	14.56	349.44
5. BATTERY, size D, alkaline, 2 pcs./packet	packet													0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	3				3				3			3	12	280.54	3,366.48
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	3				3				3			3	12	368.94	4,427.28
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	32.14	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	103.79	-
11. FUSE, 30 amperes	piece	3				3				3			3	12	10.35	124.20
12. FUSE, 60 amperes	piece	3				3				3			3	12	25.48	305.76
13. STARTER, 4-40 watts	piece	3				3				3			3	12	3.73	44.76
14. TAPE, electrical	roll	3				3				3			3	12	18.20	218.40

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-	
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-	
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-	
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-	
42. MOUSE, optical, USB conection type	piece													0	197.60	-	
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-	
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-	
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-	
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-	
47. TONER CARTRIDGE,HP C7115A	cart	2											2	4	2,523.48	10,093.92	
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-	
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-	
50 TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-	
51. TONER CARTRIDGE,HP Q2612A	cart	2											2	4	2,866.20	11,464.80	
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-	
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-	
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-	
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-	
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-	
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-	
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-	
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-	
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-	
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-	
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-	
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-	
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-	
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-	
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-	
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-	
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-	
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-	
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-	
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-	
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-	
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-	
74. RIBBON, Epson RN 8755	cart													0	84.76	-	
75. RIBBON, Epson RN 8750	cart													0	76.75	-	
76. RIBBON, Epson RN 7754	cart													0	127.50	-	
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-	
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-	
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-	
2. AIR FRESHENER, 280ml/can	can	6				6				6			6	24	92.56	2,221.44	
3. ALCOHOL, 70%, ethyl	bottle	8				8				8			8	32	37.70	1,206.40	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	2				2				2			2	8	349.44	2,795.52	
7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack	1												1	72.80	72.80	
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-	
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-	
11. CLIP, bulldog (3")	piece	3												3	8.42	25.26	
12. CLIP, backfold, 25mm, 12s/box	box	2	2	2	2	2	2	2	2	2	2	2	2	24	15.60	374.40	
13. CLIP, backfold, 50mm, 12s/box	box	2	2	2	2	2	2	2	2	2	2	2	2	24	43.68	1,048.32	
14 CLIP, backfold, 19mm, 12s/box	box	2	2	2	2	2	2	2	2	2	2	2	2	24	7.54	180.96	
15. CLIP, backfold, 32mm, 12s/box	box	2	2	2	2	2	2	2	2	2	2	2	2	24	17.42	418.08	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-	
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-	
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-	
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-	
21. CORRECTION FLUID, water based, min 15mL.	bottle	7												7	9.82	68.74	
22. DATA FILE BOX, (5"x9"x15-3/4")	box	6											6	12	64.47	773.64	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-	
24. ENVELOPE, documentary (10"x15"), 500s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	560.56	6,726.72	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	675.86	8,110.32	
26. ENVELOPE, mailing white, 500s/box	box	1												1	159.78	159.78	
27. ENVELOPE, mailing white with window, 500s	box	1												1	207.58	207.58	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	1												1	119.60	119.60	
29. ENVELOPE, expanding, plastic, legal size	piece	12												12	39.81	477.72	
30. ENVELOPE, documentary, A4, 500s/box	box	1												1	526.24	526.24	
31. ERASER, blackboard/whiteboard	piece	3												3	11.44	34.32	
32. ERASER, rubber	piece	6												6	4.68	28.08	
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	1	1	1	1	1	1	1	1	1	1	1	1	12	83.20	998.40	
34. FOLDER, pressboard, plain, legal, 100s/box	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	851.64	10,219.68	
35. FOLDER, tagboard, legal size, 100s/box	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	413.92	4,967.04	
36. FOLDER, tagboard, A4 size, 100s/box	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	253.76	3,045.12	
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-	
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	1	1	1	1	1	1	1	1	1	1	1	1	12	312.00	3,744.00	
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	247.52	2,970.24	
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	12	228.80	2,745.60	
41. GLUE, all purpose, 300 grams min.	jar	6	6	6	6	6	6	6	6	6	6	6	6	72	37.43	2,694.96	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-	
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack													0	44.45	-	
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	99.84	-	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-	
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	1	1	1	1	1	1	1	1	1	1	1	1	12	11.44	137.28	
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
52. MAP PIN, round head, 100s/box	box	4												4	36.40	145.60
53. MARKER, fluorescent, 3 colors/set	set	2	2	2	2	2	2	2	2	2	2	2	2	24	41.60	998.40
54. MARKING PEN, whiteboard, black	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	15.08	723.84
55. MARKING PEN, whiteboard, blue	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	15.08	723.84
56. MARKING PEN, whiteboard, red	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	15.08	361.92
57. MARKER, permanent, black	piece	4	4	4	4	4	4	4	4	4	4	4	4	48	13.50	648.00
58. MARKER, permanent, blue	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	13.50	324.00
59. MARKER, permanent, red	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	13.50	324.00
60. MARKING PEN, for transparency	set	2	2	2	2	2	2	2	2	2	2	2	2	24	84.24	2,021.76
61. NOTE BOOK, stenographer's, 40 leaves	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	7.49	269.64
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad	2	2	2	2	2	2	2	2	2	2	2	2	24	36.40	873.60
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad	2	2	2	2	2	2	2	2	2	2	2	2	24	52.00	1,248.00
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad	2	2	2	2	2	2	2	2	2	2	2	2	24	112.32	2,695.68
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad	2	2	2	2	2	2	2	2	2	2	2	2	24	31.20	748.80
66. OIL, for general purpose, 120 mL	bottle	3												3	30.99	92.97
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	25				25				25			25	100	104.80	10,480.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad	6				6				6			6	24	20.57	493.68
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mm x 30M, 1/2" core	roll													0	37.44	-
76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm	ream	25				25				25			25	100	139.32	13,932.00
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream													0	161.20	-
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	1				1				1			1	4	82.04	328.16
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	4				4				4			4	16	15.60	249.60
80. PAPER CLIP, gem type, 32mm, 100s/box	box	4				4				4			4	16	8.84	141.44
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	2				2				2			2	8	24.89	199.12
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box		3											3	30.00	90.00
84. RECORD BOOK, 300 pages, Smyth sewn	book													0	50.44	-
85. RECORD BOOK, 500 pages, Smyth sewn	book		3											3	88.40	265.20
86. RIBBON, nylon, manual typewriter	spool		6											6	15.81	94.86
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													6	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		2											2	132.68	265.36

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94. RULER, plastic, 300mm	piece		3											3	3.64	10.92
95. RULER, plastic, 450mm	piece		3											3	36.40	109.20
96. SIGN PEN, black	piece		15							12				27	41.48	1,119.96
97. SIGN PEN, blue	piece		15							12				27	41.48	1,119.96
98. SIGN PEN, red	piece		6							6				12	41.48	497.76
99. STAMP PAD INK, violet, 50mL	bottle		2							2				4	27.04	108.16
100. STAMP PAD, felt pad, min 60mm x 100mm	piece		2							2				4	24.96	99.84
101. STAPLE WIRE, standard, #35	box		12							12				24	25.98	623.52
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll		6							6				12	41.60	499.20
104. TAPE, masking, 48mm, 50 meters length	roll		6							6				12	83.82	1,005.84
105. TAPE, transparent, 24mm, 50 meters	roll		6							6				12	10.87	130.44
106. TAPE, transparent, 48mm, 50 meters	roll		6							6				12	20.38	244.56
107. TAPE, packaging, 48mm, 50 meters length	roll		6							6				12	19.24	230.88
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-
110. TOILET TISSUE, 12 rolls/pack	pack		6				6				6		6	24	61.15	1,467.60
111. TWINE, plastic, one kilo per roll	roll													0	57.20	-
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	10.40	-
2. CUTTER, heavy duty	piece		2											2	27.04	54.08
3. PUNCHER, heavy duty	piece		3											3	114.40	343.20
4. SCISSORS, (6")	pair		3							3				6	18.72	112.32
5. SHARPENER, single cutterhead	piece		3							3				6	147.35	884.10
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-
7. STAPLER, heavy duty, standard	piece		3							3				6	162.84	977.04
8. STAPLE REMOVER, twin jaws	piece		3							3				6	19.64	117.84
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		3							3				6	40.23	241.38
10. WASTE BASKET, plastic	piece		10							10				20	20.99	419.80
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece		12							12				24	14.56	349.44
2. BROOM, soft (tambo)	piece		5							5				10	119.60	1,196.00
3. BROOM, STICK (tingting)	piece		5							5				10	19.76	197.60
4. CLEANSER, powder, 350gms.	canister		10							10				20	17.32	346.40
5. DETERGENT POWDER, all purpose, 500gms.	pouch		10							10				20	17.16	343.20
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar		10							10				20	23.92	478.40
7. DISINFECTANT SPRAY, 400 grams net content	can		5							5				10	239.20	2,392.00
8. DUST PAN, non-rigid plastic, with detachable handle	piece		2							2				4	26.00	104.00
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75L	can		5							5				10	331.50	3,315.00
12. FURNITURE CLEANER, 300mL/can min	can		5							5				10	112.32	1,123.20

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13. INSECTICIDE, 600mL (420g) /can	can		5							5				10	116.48	1,164.80	
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-	
15. MOPHEAD, 100% rayon, 400g	piece		4							4				8	71.76	574.08	
16. RAG, COTTON, (7") in diameter	kilo		10							10				20	43.68	873.60	
17. SCOURING PAD, economy size	pack													0	131.96	-	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		6							6				12	62.40	748.80	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	33.28	-	
20. TRASHBAG, plastic, black, (XL)	roll		5							5				10	103.79	1,037.90	
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream		25							25				50	119.22	5,961.00	
2. PAPER, mimeo, Groundwood	ream													0	91.52	-	
3. PAPER, mimeo, Whitewove	ream													0	120.02	-	
4. PAPER, for PPC	ream													0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream		15							15				30	174.72	5,241.60	
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit		2											2	1,144.00	2,288.00	
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-	
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-	
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit		4											4	13,497.12	53,988.48	
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-	
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-	
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-	
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit		4											4	341.12	1,364.48	
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-	
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-	
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-	
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-	
13. ELECTRIC FAN, with stand	unit													0	764.40	-	
14. ELECTRIC FAN, wall type	unit													0	745.68	-	
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-	
16. FACSIMILE TRANSCEIVER, uses thermal paper	unit													0	4,451.20	-	

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50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover																	
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-	
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit		4											4	4,726.80	18,907.20	
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-	
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-	
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit		1											1	6,238.96	6,238.96	
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-	
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-	
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual	unit													0	7,124.00	-	
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-	
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-	
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-	
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-	
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit		1											1	6,188.00	6,188.00	
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit		3											3	2,038.40	6,115.20	

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HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated																
kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece	1												1	32.24	32.24
b. Procurement of Civil Works, 139-149 pages	piece	1												1	37.65	37.65
c. Procurement of Consulting Services, 139-149 pages	piece	1												1	22.36	22.36
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece	1												1	32.40	32.40
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece	1												1	13.52	13.52
HANDBOOK ON GENERIC PROCUREMENT	set	1												1	130.00	130.00
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four																-
(4) volumes as follows:																-
Volume I (103 pages) - white color																-
Volume II (138 pages) - light blue color																-
Volume III (124 pages) - light yellow color																-
Volume IV (118 pages) - light green color																-
OTHER CONSUMABLES																
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart													0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL) , yellow	cart													0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18) , black	cart													0	809.88	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	606.90	-
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart													0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart													0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart													0	737.46	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	1,230.12	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	393.72	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart													0	393.72	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart													0	393.72	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart													0	1,365.78	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart													0	682.38	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart													0	973.08	-
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart													0	973.08	-
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart													0	973.08	-
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart													0	1,363.74	-
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart													0	467.12	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart													0	390.66	-
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart													0	390.66	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart													0	390.66	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart													0	390.66	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart													0	628.32	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart													0	1,232.16	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart													0	722.16	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart													0	1,365.78	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart													0	588.54	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	1,177.08	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	706.86	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart													0	1,374.96	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart													0	589.86	-
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	903.72	-
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	984.30	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart	2						2						4	332.32	1,329.28
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart	2						2						4	322.32	1,289.28
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													0	747.66	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart													0	561.00	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart													0	561.00	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart													0	561.00	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart													0	1,122.00	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	332.32	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,550.40	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-
58. INK CARTRIDGE, Brother LC67HYY, yellow	cart													0	938.40	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	681.36	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	453.90	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	984.30	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-

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95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-

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109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-

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136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-
141. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-
150. TONER CARTRIDGE, HP CE278A, black	cart													0	3,011.04	-
151. TONER CARTRIDGE, HP CE285A, black	cart													0	2,655.06	-
152. TONER CARTRIDGE, HP CE505A, black	cart													0	3,590.40	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	3,395.58	-
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,420.28	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	5,389.68	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	6,977.82	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-
169. TONER CARTRIDGE, Brother TN-2025	cart													0	2,601.00	-
170. TONER CARTRIDGE, Brother TN-2130	cart													0	1,785.00	-
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,264.00	-
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	-
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	25,586.70	-
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800	cart													0	5,095.92	-
179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L	cart													0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200	cart													0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
182. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart		2				2							4	2,978.40	11,913.60
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-
193. RIBBON CARTRIDGE, Epson C13S015505 for printer DFX-9000	cart													0	1,129.14	-
194. RIBBON CARTRIDGE, Epson C13S015506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-
195. RIBBON CARTRIDGE, Epson C13S015508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-
196. RIBBON CARTRIDGE, Epson C13S015568, Color, for printer LX-300	cart													0	1,224.00	-
197. RIBBON CARTRIDGE, Epson C13S015577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
198. RIBBON CARTRIDGE, Epson C13S015587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-
199. RIBBON CARTRIDGE, Epson C13S015589(S015337), for printer LQ-590	cart													0	373.32	-
200. PRINTHEAD, HP 11, black, C4810A, 8 ml	cart													0	1,365.78	-
201. PRINTHEAD, HP 11, cyan, 8 ml	cart													0	1,365.78	-
202. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-
203. PRINTHEAD, HP 11 yellow, 8 ml	cart													0	1,365.78	-
204. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-
205. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-
206. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-

[illegible]

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Supplies														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Equipment and Accessories														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
*Other Categories														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
***GRAND TOTAL:														0		-

277,971.82

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:


*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.


***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


 ILENE A. DE JESUS
 Administrative Officer/Supply Officer

Approved:


 DR. JUDY M. TAGUIWALO
 Head of Office/Agency

Date Prepared: July 03, 2014

UP SYSTEM S.P.M.O.
Diliman, Quezon City

RECEIVED

Ref. No. _____
Date: 7/31/14
Time: _____
By: _____

UNIVERSITY OF THE PHILIPPINES SYSTEM
Diliman, Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR 2014

END-USER/UNIT: INFORMATION OFFICE

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	I. Services														
	A. Printing Services														
	1. UP Forum (bi-monthly)	8,000 copies per issue (total of six issues per year)	286,800.00	Prepare documents for bidding of Jan-Jun 2014 issues. (P144,000 lot price)		Printing of Jan-Feb 2014 issue.		Printing of Mar-Apr 2014 issue	Prepare documents for bidding of Jul to Dec 2014 issues. (P142,800 lot price)	Printing of May-Jun 2014 issue.	Printing of Jul-Aug 2014 issue		Printing of Sep-Oct 2014 issue.		Printing of Nov-Dec 2014 issue.
	2. UP News (monthly)	8,000 copies per issue (total of twelve issues per year)	507,120.00	Prepare documents for bidding of Jan, Feb, & Mar 2014 issues. (P112,800 lot price)		Prepare documents for bidding of Apr, May, & Jun 2014 issues. (P106,320 lot price)			Prepare documents for bidding of Jul, Aug, & Sep 2014 issues. (P144,000 lot price)			Prepare documents for bidding of Oct, Nov, & Dec 2014 issues. (P144,000 lot price)			
	3. Envelope with office name/logo														
	a. Short Brown Envelope	500 pieces	4,950.00							Prepare documents for bidding					
	b. Long Brown Envelope	500 pieces	4,950.00												
	c. Long White Letter Envelope	500 pieces	1,750.00												
	4. Office folder		50,000.00												
	B. Mailing and Distribution Services														
	1. UP Forum other UP campus units outside Diliman, selected government agencies SUCs, etc.	3,000 copies per issue	178,313.00		Mailing of Jan-Feb 2014 issue. (P28,313 lot price)		Mailing of Mar-Apr 2014 issue (P30,000 lot price)		Mailing of May-Jun 2014 issue (P30,000 lot price)		Mailing of Jul-Aug 2014 issue (P30,000 lot price)		Mailing of Sep-Oct 2014 issue (P30,000 lot price)		Mailing of Nov-Dec 2014 issue (P30,000 lot price)
	2. UP Newsletter other UP campus units outside Diliman	1,000 copies per issue	36,000.00	Mailing costs 3,000 pesos per issue for twelve issues.											
	3. Other official documents	as needed	5,000.00	As needed											

Encoded by: ERMH OLIS
7/31/14

[Signature]

C. Binding Services												
1. Compilation of UP Forum	6 sets	1,500.00										For Binding
2. Compilation of UP News	6 sets	3,000.00										For binding
3. Clippings of UP-related news (n	12 sets	3,000.00			For binding			For binding			For binding	For binding
4. Other official documents	as needed	4,000.00										
As needed												
D. Professional Services												
1. Editor, UP Forum	six issues	15,000.00										
Honorarium of 2,500 pesos per issue												
2. Consultant, UP Forum	six issues	33,333.36										
Honorarium of P5,555.56 per issue												
3. Deliveryman, UP Forum	six issues	9,000.00										
Compensation of 1,500 pesos per issue												
4. Managing Editor, UP News	twelve issues	24,000.00										
Honorarium of 2,000 pesos per issue												
5. Consultant, UP News	twelve issues	66,666.72										
Honorarium of P5,555.56 per issue												
6. Desk Editor, UP News	six issues	12,000.00										
7. Deliveryman, UP News	twelve issues	18,000.00										
Compensation of 1,500 pesos per issue												
8. Emergency Encoder #1		5,555.54			Hired for February							
9. Emergency Encoder #2		5,555.54			and March 2014 only.							
10. Emergency Encoder #3		5,555.54			One time payment.							
11. Resource Persons, capacity-	20 sessions	100,000.00										
building seminars/workshops												
E. Other Services												
1. Notarial Services		1,000.00										
As needed												
2. Photocopying Services		2,000.00										
As needed. During data gathering of UP Forum/Newsletter staff.												
	Sub-Total											
II. Repair/Maintenance												
A. General cleaning of office air conditioning units	8 units	12,000.00						documents for bidding.				documents for bidding.
B. Toyota Tamaraw FX model 1997												
1. Gasoline/Oil/Lubricants		150,000.00										
As needed												
2. Change Oil		8,000.00			Prepare documents for bidding			Prepare documents for bidding			Prepare documents for bidding	Prepare documents for bidding
3. Tune-Up		6,000.00			Prepare documents for bidding			Prepare documents for bidding			Prepare documents for bidding	Prepare documents for bidding
4. General cleaning of ACU		8,000.00			Prepare documents for bidding			Prepare documents for bidding				
5. Alignment & Camber		2,000.00						Prepare documents for bidding				
6. Repainting		30,000.00								For bidding		
7. Upholstery of car seat		3,000.00										
8. Rain Guard, Tail Light, & Floor Mat		2,000.00										

Amador

C. Repair/renovation of office kitchen		40,000.00																	
	Sub-Total																		
III. Subscriptions of Major Daily Newspapers	8 newspapers	62,600.00	Prepare documents for payment every end of the month.																
	Sub-Total																		
IV. Transportation/Travelling Expense		20,000.00																	
includes Rehearsal Allowance			Rehearsal allowance as member of UP Staff Choral Society. Prepare documents for payment every after 3 months.																
	Sub-Total																		
V. Food Expense		60,000.00	During official events, meetings, and activities.																
	Sub-Total																		
VI. Airfare/Room Accomodations		30,000.00																	
	Sub-Total																		
VII. Common-Use Supplies																			
A. Thru UPS SPMO																			
1. Available at SPMO Storeroom		122,147.58	Prepare Purchase Request every first week of January, April, July, & October.																
2. Not available at SPMO Storeroom		252,095.25	Follow proper procurement procedure.																
B. Thru other sources		50,000.00	Urgently needed. Not available at SPMO Storeroom.																
	Sub-Total																		
VIII. Insurance/Registration		6,010.63																	
of motor vehicle																			
	Sub-Total																		
IX. Equipment																			
A. Water Dispenser	1 unit	6,000.00																	
B. Desktop Computer	5 units	300,000.00																	
C. Computer Softwares																			
1. Microsoft Windows 8 Pro	15 pieces	112,500.00																	
2. Microsoft Office 2013 Pro	20 pieces	450,000.00																	
3. Adobe CS6 Master Collection	4 pieces	140,000.00																	
D. Teleprompter	1 unit	50,000.00																	
	Sub-Total																		
	Grand Total	3,306,403.16																	

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

ROBERTO G. EUGENIO
Administrative Assistant III

Certified Correct:

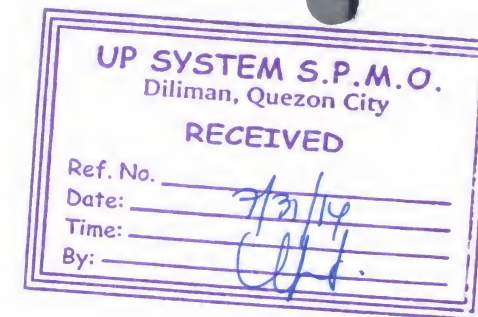
CRISTY M. SALVADOR
Administrative Officer V

Submitted by:

FRANCES FATIMA M. CABANA
UPSIO Deputy Director

Date Prepared: July 30, 2014

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**



INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **Information Office, University of the Philippines System**
 Region: National Capital Region
 Address: Mezzanine Floor, North Wing, Quezon Hall,
 U.P. Diliman, Quezon City

Contact Person: Roberto G. Eugenio
 Position: Administrative Assistant III
 E-mail: rgeugenio@up.edu.ph
 Telephone/Mobile Nos: +632-9261572/+639196247944

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
1. BALLAST, 18 watts	piece							4						4	67.27	269.08
2. BALLAST, 36 watts	piece							8						8	72.54	580.32
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet													0	36.40	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet													0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet							18						18	68.12	1,226.16
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	368.94	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece							3						3	32.14	96.42
9. FLUORESCENT LAMP, tubular, 36 watts	piece							6						6	33.85	203.10
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	103.79	-
11. FUSE, 30 amperes	piece													0	10.35	-
12. FUSE, 60 amperes	piece													0	25.48	-
13. STARTER, 4-40 watts	piece							12						12	3.73	44.76
14. TAPE, electrical	roll				1			1			1			3	18.20	54.60

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	951.08	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	338.00	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	50.84	-
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece							50			50			100	8.79	879.00
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece				10			10			10			30	16.62	498.60
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece							50			50			100	11.70	1,170.00
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece				10			10			10			30	19.96	598.80
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece													0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece							10						10	468.00	4,680.00
17. INK CARTRIDGE, HP 51645A (HP 45)	cart							3			3			6	1,216.86	7,301.16
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart							3			3			6	1,352.52	8,115.12
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	615.06	-
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	708.90	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart													0		-
37. INK CARTRIDGE, Epson TO18	cart													0		-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-	
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-	
40. INK CARTRIDGE, Epson T038	cart													0	482.46	-	
41. INK CARTRIDGE, Epson T039	cart													0	755.82	-	
42. MOUSE, optical, USB conection type	piece							6						6	197.60	1,185.60	
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-	
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-	
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-	
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-	
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-	
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-	
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-	
50. TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-	
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-	
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-	
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-	
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-	
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-	
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-	
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-	
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-	
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-	
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-	
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-	
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-	
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-	
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-	
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-	
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-	
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-	
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-	
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-	
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-	
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-	
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-	
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-	
74. RIBBON, Epson RN 8755	cart													0	84.76	-	
75. RIBBON, Epson RN 8750	cart													0	76.75	-	
76. RIBBON, Epson RN 7754	cart													0	127.50	-	
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-	
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-	
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll							1						1	603.20	603.20	
2. AIR FRESHENER, 280mL/can	can				6			6			6			18	92.56	1,666.08	
3. ALCOHOL, 70%, ethyl	bottle				10			10			10			30	37.70	1,131.00	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-	
7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-	
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-	
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-	
11. CLIP, bulldog (3")	piece				12			12			12			36	8.42	303.12	
12. CLIP, backfold, 25mm, 12s/box	box				2			2			2			6	15.60	93.60	
13. CLIP, backfold, 50mm, 12s/box	box				2			2			2			6	43.68	262.08	
14 CLIP, backfold, 19mm, 12s/box	box				2			2			2			6	7.54	45.24	
15. CLIP, backfold, 32mm, 12s/box	box				2			2			2			6	17.42	104.52	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-	
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-	
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-	
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-	
21. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-	
22. DATA FILE BOX, (5"x9"x15-3/4")	box							12						12	64.47	773.64	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-	
24. ENVELOPE, documentary (10"x15"), 500s/box	box							1						1	560.56	560.56	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box							1						1	675.86	675.86	
26. ENVELOPE, mailing white, 500s/box	box							1						1	159.78	159.78	
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-	
29. ENVELOPE, expanding, plastic, legal size	piece							20						20	39.81	796.20	
30. ENVELOPE, documentary, A4, 500s/box	box							1						1	526.24	526.24	
31. ERASER, blackboard/whiteboard	piece							1			1			2	11.44	22.88	
32. ERASER, rubber	piece													0	4.68	-	
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-	
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-	
35. FOLDER, tagboard, legal size, 100s/box	pack				1			1			1			3	413.92	1,241.76	
36. FOLDER, tagboard, A4 size, 100s/box	pack				1			1			1			3	253.76	761.28	
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-	
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	312.00	-	
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack				1			1			1			3	247.52	742.56	
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack				1			1			1			3	228.80	686.40	
41. GLUE, all purpose, 300 grams min.	jar													0	37.43	-	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-	
43. INDEX CARD,3"x 5",ruled both sides, 500s/pack	pack							1						1	44.45	44.45	
44. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack							1						1	99.84	99.84	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-	
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-	
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (29.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set				3			3			3			9	41.60	374.40
54. MARKING PEN, whiteboard, black	piece				12			12			12			36	15.08	542.88
55. MARKING PEN, whiteboard, blue	piece				6			6			6			18	15.08	271.44
56. MARKING PEN, whiteboard, red	piece													0	15.08	-
57. MARKER, permanent, black	piece				12			12			12			36	13.50	486.00
58. MARKER, permanent, blue	piece				6			6			6			18	13.50	243.00
59. MARKER, permanent, red	piece				6			6			6			18	13.50	243.00
60. MARKING PEN, for transparency	set				1			1			1			3	84.24	252.72
61. NOTE BOOK, stenographer's, 40 leaves	piece				50			100			100			250	7.49	1,872.50
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad				3			3			3			9	36.40	327.60
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad				3			3			3			9	52.00	468.00
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad				3			3			3			9	112.32	1,010.88
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad				3			3			3			9	31.20	280.80
66. OIL, for general purpose, 120 mL	bottle				1			1			1			3	30.99	92.97
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream													0	104.80	-
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm 356mm (B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad													0	20.57	-
74. PAPER, thermal, 210mmx30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mmx30M, 1/2" core	roll				4			4			4			12	37.44	449.28
76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm	ream				45			45			45			135	139.32	18,808.20
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream													0	161.20	-
78. PAPER FASTENER, for paper, metal, 50 sets/box	box				3			3			3			9	82.04	738.36
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box				1			1			1			3	15.60	46.80
80. PAPER CLIP, gem type, 32mm, 100s/box	box				12			12			12			36	8.84	318.24
81. PENCIL, lead, w/eraser, one(1) dozen per box	box				3			3			3			9	24.89	224.01
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box				2			2			2			6	30.00	180.00
84. RECORD BOOK, 300 pages, Smyth sewn	book													0	50.44	-
85. RECORD BOOK, 500 pages, Smyth sewn	book				3			3			3			9	88.40	795.60
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece				3			3			3			9	4.37	39.33
90. RING BINDER, (3/4"x44"), plastic	piece				3			3			3			9	12.48	112.32
91. RING BINDER, (1" x 44"), plastic	piece				3			3			3			9	12.48	112.32
92. RING BINDER, (2" x 44"), plastic	piece				3			3			3			9	28.13	253.17
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box							3						3	132.68	398.04

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
94. RULER, plastic, 300mm	piece													0	3.64	-	
95. RULER, plastic, 450mm	piece							6						6	36.40	218.40	
96. SIGN PEN, black	piece				24			24			24			72	41.48	2,986.56	
97. SIGN PEN, blue	piece				24			24			24			72	41.48	2,986.56	
98. SIGN PEN, red	piece				24			24			24			72	41.48	2,986.56	
99. STAMP PAD INK, violet, 50mL	bottle							1						1	27.04	27.04	
100. STAMP PAD, felt pad, min 60mm x 100mm	piece							1						1	24.96	24.96	
101. STAPLE WIRE, standard, #35	box				3			3			3			9	25.98	233.82	
102. TAPE, adding machine, GSP bond	roll													0	10.66	-	
103. TAPE, masking, 24mm, 50 meters length	roll				3			6			3			12	41.60	499.20	
104. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-	
105. TAPE, transparent, 24mm, 50 meters	roll				12			12			12			36	10.87	391.32	
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-	
107. TAPE, packaging, 48mm, 50 meters length	roll				3			3			3			9	19.24	173.16	
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-	
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-	
110. TOILET TISSUE, 12 rolls/pack	pack				36			36			36			108	61.15	6,604.20	
111. TWINE, plastic, one kilo per roll	roll							3						3	57.20	171.60	
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll				1			1			1			3	166.40	499.20	
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack				3			6			3			12	10.40	124.80	
2. CUTTER, heavy duty	piece				3			3			3			9	27.04	243.36	
3. PUNCHER, heavy duty	piece													0	114.40	-	
4. SCISSORS, (6")	pair				3			3			3			9	18.72	168.48	
5. SHARPENER, single cutterhead	piece							2						2	147.35	294.70	
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-	
7. STAPLER, heavy duty, standard	piece							3						3	162.84	488.52	
8. STAPLE REMOVER, twin jaws	piece													0	19.64	-	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece				2									2	40.23	80.46	
10. WASTE BASKET, plastic	piece				3			3			3			9	20.99	188.91	
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-	
2. BROOM, soft (tambo)	piece				1			1			1			3	119.60	358.80	
3. BROOM, STICK (tingting)	piece				1			1			1			3	19.76	59.28	
4. CLEANSER, powder, 350gms.	canister				6			6			6			18	17.32	311.76	
5. DETERGENT POWDER, all purpose, 500gms.	pouch				12			12			12			36	17.16	617.76	
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar				12			12			12			36	23.92	861.12	
7. DISINFECTANT SPRAY, 400 grams net content	can				2			2			2			6	239.20	1,435.20	
8. DUST PAN, non-rigid plastic, with detachable handle	piece							1						1	26.00	26.00	
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-	
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-	
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-	
12. FURNITURE CLEANER, 300mL/can min	can							3						3	112.32	336.96	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
13. INSECTICIDE, 600mL (420g) /can	can				3			3			3			9	116.48	1,048.32	
14. MOPHANDLE, screw type, wooden handle	piece							1						1	83.20	83.20	
15. MOPHEAD, 100% rayon, 400g	piece							1						1	71.76	71.76	
16. RAG, COTTON, (7") in diameter	kilo				1			1			1			3	43.68	131.04	
17. SCOURING PAD, economy size	pack				1			1			1			3	131.96	395.88	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle				3			3			3			9	62.40	561.60	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box				3			3			3			9	33.28	299.52	
20. TRASHBAG, plastic, black, (XL)	roll							6						6	103.79	622.74	
LEGAL SIZE PAPER														0	119.22	-	
1. PAPER, bond, Premium Grade	ream													0	91.52	-	
2. PAPER, mimeo, Groundwood	ream													0	120.02	-	
3. PAPER, mimeo, Whitewove	ream													0	173.33	-	
4. PAPER, for PPC	ream													0			
5. PAPER, multicopy, legal, for laser printing	ream				6			6			6			18	174.72	3,144.96	
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-	
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-	
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-	
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-	
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-	
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-	
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-	
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-	
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-	
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-	
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-	
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-	
13. ELECTRIC FAN, with stand	unit													0	764.40	-	
14. ELECTRIC FAN, wall type	unit													0	745.68	-	
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-	
16. FACSIMILE TRANSCIVER, uses thermal paper	unit													0	4,451.20	-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover																
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology, with sealed maintenance free batteries, 520VA-600VA	unit													0	2,038.40	-

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HANDBOOKS ON PROCUREMENT																
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:	set													0	130.00	-
Volume I (103 pages) - white color																-
Volume II (138 pages) - light blue color																-
Volume III (124 pages) - light yellow color																-
Volume IV (118 pages) - light green color																-
OTHER CONSUMABLES																
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart													0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart													0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18) , black	cart													0	809.88	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	606.90	-
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart													0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart													0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart													0	737.46	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	1,230.12	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	393.72	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart													0	393.72	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart													0	393.72	-

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24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart													0	1,365.78	-	
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart													0	682.38	-	
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart													0	973.08	-	
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart													0	973.08	-	
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart													0	1,363.74	-	
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart													0	467.12	-	
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart													0	390.66	-	
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart													0	390.66	-	
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart													0	390.66	-	
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart													0	390.66	-	
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart													0	628.32	-	
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart													0	1,232.16	-	
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart													0	722.16	-	
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart													0	1,365.78	-	
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart													0	588.54	-	
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart													0	1,177.08	-	
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	706.86	-	
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	1,374.96	-	
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart													0	589.86	-	
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart													0	903.72	-	
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	984.30	-	
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	332.32	-	
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart													0	322.32	-	
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart													0	747.66	-	
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													9	561.00	5,049.00	
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart				3			3			3			9	561.00	5,049.00	
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart				3			3			3			9	561.00	5,049.00	
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart				3			3			3			9	1,122.00	10,098.00	
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart				3			3			3			9	332.32	-	
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-	
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	1,550.40	-	
55. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	938.40	-	
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-	
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-	
58. INK CARTRIDGE, Brother LC67HYH, yellow	cart													0	681.36	-	
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	453.90	-	
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-	
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-	
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	984.30	-	
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	1,221.96	-	
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	2,075.70	-	
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	1,662.60	-	
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	2,009.40	-	
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	1,138.32	-	
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0		-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-	
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-	
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-	
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-	
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-	
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-	
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-	
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-	
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-	
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-	
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-	
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-	
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-	
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-	
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-	
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-	
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-	
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-	
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-	
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-	
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-	

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95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-	
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-	
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-	
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-	
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-	
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-	
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-	
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/ CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-	
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-	
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-	
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-	
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-	
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-	
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-	

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109. INK CARTRIDGE, Epson C13T11190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-

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136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-	
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-	
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-	
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-	
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	5,254.02	-	
141. TONER CARTRIDGE, HP CE250A, black	cart													0	10,348.92	-	
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-	
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-	
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	6,233.22	-	
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,157.74	-	
146. TONER CARTRIDGE, HP CE260A, black	cart													0	11,185.32	-	
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-	
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-	
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	3,011.04	-	
150. TONER CARTRIDGE, HP CE278A, black	cart													0	2,655.06	-	
151. TONER CARTRIDGE, HP CE285A, black	cart													0	3,590.40	-	
152. TONER CARTRIDGE, HP CE505A, black	cart													0	6,592.26	-	
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	3,115.08	-	
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,395.58	-	
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-	
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-	
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	5,420.28	-	
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,389.68	-	
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-	
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-	
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	6,977.82	-	
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-	
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-	
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	4,222.80	-	
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	5,661.00	-	
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-	
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-	
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	2,601.00	-	
169. TONER CARTRIDGE, Brother TN-2025	cart													0	1,785.00	-	
170. TONER CARTRIDGE, Brother TN-2130	cart													0	3,264.00	-	
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	5,967.00	-	
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	11,776.92	-	
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	6,684.06	-	
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	9,445.20	-	
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	25,586.70	-	
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	3,112.02	-	
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-	

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178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800	cart													0	5,095.92	-
179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L	cart													0	5,194.86	-
180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200	cart													0	5,053.08	-
181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-
182. TONER CARTRIDGE, Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-
183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-
184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,224.00	-
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/8000/8500 Black Ribbon (S015055)	cart													0	940.44	-
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	373.32	-
200. PRINTHEAD, HP 11, black, C4810A, 8 ml	cart													0	1,365.78	-
201. PRINTHEAD, HP 11, cyan, 8 ml	cart													0	1,365.78	-
202. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-
203. PRINTHEAD, HP 11 yellow, 8 ml	cart													0	1,365.78	-
204. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-
205. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-
206. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-

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207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart													0	3,391.50	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
1.														0		-
2.														0		-
3.														0		-
4.														0		-
5.														0		-
6.														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Office Supplies																
1. Multi-purpose paper, A3, 80 gsm	ream							3			3			6	660.00	3,960.00
2														4	1,128.00	4,512.00
3. Elmer's Glue, 130g, 24bots/box	box							2			2			5	96.00	480.00
4. Ballpen (assorted colors), 12pcs/box	box							5						5	20.75	311.25
5. Correction tape	piece							15						15	20.75	311.25
6. Storage boxes	piece								20					20	275.00	5,500.00
7. Utility/DVD boxes	piece								6					6	200.00	1,200.00
8. Prepaid card/Electronic load	lot							1	1	1	1	1	1	6	600.00	3,600.00
9. Purified drinking water	container								20	20	20	20	10	90	1,000.00	90,000.00
10														0		-
11														0		-
Audio and visual presentation and composing equipment																
1														0		-
2														0		-
														0		-
														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Photographic or filming or video equipment																
1														0		-
2														0		-
3														0		-
4														0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Cleaning Equipment and Supplies														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Paper Materials and Products														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Lighting and fixtures and accessories														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Electrical equipment and components and supplies																
1. 6 Gang outlet extension wire	piece							3						3	780.00	2,340.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
2. Battery, size AA, Eveready, 4pcs/pack	pack							45			45			90	72.00	6,480.00
3. Battery, size AAA, Eveready/, 4pcs/pack	pack							30			30			60	80.00	4,800.00
4. Battery, size 9V, Eveready	piece							9			9			18	75.00	1,350.00
5. Ni-MH Rechargeable battery, AA, 2500 mAh, 4pcs/pack	pack								4					4	2,000.00	8,000.00
6. Ni-MH Rechargeable battery, AAA, 800 mAh, 4pcs/pack	pack								4					4	2,400.00	9,600.00
7. AA/AAA battery charger, 4-battery, 2700mAh	piece								2					2	1,200.00	2,400.00
8. Earphone	piece								3		3			6	1,200.00	7,200.00
9. Mobile powerbank	piece							2	2					4	500.00	2,000.00
10														0		-
Computer Supplies																
1. HP 685 black, cyan, yellow, & magenta	set				3			3			3			9	1,360.00	12,240.00
2. HP CF210A, 211A, 212A, & 213A (black, cyan, yellow, & magenta)	set							1			1			2	13,200.00	26,400.00
3.														0		-
4.														0		-
5.														0		-
6.														0		-
7.														0		-
8.														0		-
9.														0		-
10														0		-
Computer Equipment and Accessories																
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
*Other Categories																
1. Toner Cartridge, TK 679, for Kyocera Mita KM-2560	cart				1			1			1			3	8,064.00	24,192.00
2. Maintenance Kit, for Kyocera Mita KM-2560	set							1						1	33,600.00	33,600.00
3. Carbon Filter for Ex-Green Ceramic Filter A-59	piece							1						1	860.00	860.00
4. Resin Filter for Ex-Green Ceramic Filter A-59	piece							1						1	670.00	670.00
5. Ceramic Filter A for Ex-Green Ceramic Filter A-59	piece							1						1	400.00	400.00
6.														0		-
7.														0		-
8.														0		-
9.														0		-
10														0		-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

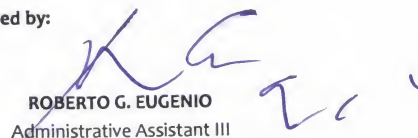
374,242.83

***GRAND TOTAL:
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

*Other categories that are not indicated herein
**Prices are FOB Manila/Applicable for items under A.
***Grand total for Items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

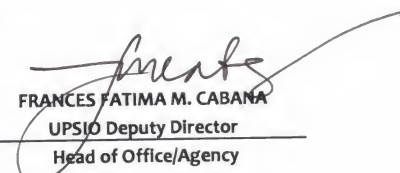
Prepared by:


ROBERTO G. EUGENIO
Administrative Assistant III
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


Accountant /
Local Budget Officer

Approved:


FRANCES FATIMA M. CABANA
UPSIO Deputy Director
Head of Office/Agency

Date Prepared: July 30, 2014

Certified Correct:


CRISTY M. SALVADOR
Administrative Officer V

THE UNIVERSITY OF THE PHILIPPINES PRESS

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2014 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

UP SYSTEM S.P.M.O. Diliman, Quezon City	
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Date:	APR 28 2014
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END-USER/UNIT: **UNIVERSITY OF THE PHILIPPINES PRESS**

CODE	GENERAL DESCRIPTION	QTY.	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
COMMON OFFICE EQUIPMENT															
item#01	AIRCON - Koppel KWR18R4A 2.0hp	3	90,000.00					1			1			1	
item#02	Camera - DLSR Canon EOS 100D with 18-55MM Kit	1	32,500.00						1						
item#03	Chair - High Chair (for bookstore counter) - 322 Chrome Bar Stool SKU:ZF0206	1	1,600.00					1							
item#04	Chair - Office chair w/ wheels - OFU-5056 Mash Office Chair	6	13,200.00						1			4			1
item#05	Chair - Visitor's Chair - stackable, heavy duty four legged powder coated black steel frame, fully upholstered with imported fabric, high density foam, w/out arms	6	18,288.00							6					
item#06	DESKTOP - Intel Core i7-Desktop Computer & Monitor (specs based on last purchased from BAYAN PC PO#S14-901)	2	62,000.00								1	1			
item#07	External Hard Drive - Western Digital 1TB My Passport Slim (WDBGMT0010BAL-PESN) USB	3	15,000.00							1		1		1	
item#08	Fax Machine - Brother FAX-2840 compact laser fax machine with print and copy capabilities	2	21,000.00					1				1			
item#09	Keyboard USB	10	2,500.00					2	1	2		1	1	2	1
item#10	Laptop - HP 14-D012AU (F7Q28PA) Black	1	20,000.00							1					
	SUBTOTAL		✓ 276,088.00												

Prepared by:

Mattermoaday
MERLITA M. MABALAY
Administrative Officer

Submitted By:

J. NEIL C. GARCIA, Ph.D.
Director

ES OLIS
AUG 05 2014
ENCODED.

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2014 PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: UNIVERSITY OF THE PHILIPPINES PRESS

CODE	GENERAL DESCRIPTION	QTY.	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
COMMON OFFICE EQUIPMENT															
item#11	Metal Pushcarts - 2 layers small	4	6,000.00							4					
item#12	Mobile Pedestal - 3 drawer mobile cabinet	1	2,500.00				1								
item#13	Mobile Phone - OS Android	1	8,000.00						1						
item#14	Monitor AOC 20"	3	12,000.00						1		1			1	
item#15	Mouse USB	10	1,150.00					2		2		2	1	2	1
item#16	Office 2013	2	18,000.00								1	1			
item#17	PA System - Fender Passport 300	1	50,000.00								1				
item#18	Printer - HP LaserJet Pro P1566 Printer (CE663A)	2	28,000.00								1	1			
item#19	Promotional eco/tote bags	1,000	60,000.00						1,000						
item#20	Scanner - Epson Perfection V600 Photo Scanner	1	11,000.00					1							
item#21	Shopping Basket - Metal basket (1.3kgs)	5	2,000.00				5								
item#22	Telephone Handsets - Panasonic KX-TS500MX	5	5,000.00								5				
item#23	UPS	7	14,700.00				2		2			2		1	
item#24	Utility Pushcart - heavy duty	1	10,000.00					1							
item#25	Windows 8	2	14,000.00								1	1			
	SUBTOTAL		242,350.00												

Prepared by: Muth m mabalay
MERLITA M. MABALAY
Administrative Officer

Submitted By: J. NEIL C. GARCIA, Ph.D.
Director

THE UNIVERSITY OF THE PHILIPPINES PRESS
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2014 PROJECT PROCUREMENT MANAGEMENT PLAN
(PPMP)

END-USER/UNIT: **UNIVERSITY OF THE PHILIPPINES PRESS**

CODE	GENERAL DESCRIPTION	QTY.	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	SERVICES														
	Catering service	4	150,000.00		1	1			1				1		
	Freight	20	100,000.00		1	1	2	2	2	2	2	2	2	2	2
	Printing of books (new)	24	3,250,000.00	2	2	2	2	2	2	2	2	2	2	2	2
	Printing of books (reprints)	12	1,500,000.00	1	1	1	1	1	1	1	1	1	1	1	1
	REPAIRS AND MAINTENANCE														
	Building Maintenance														
	Proposed Hallway Renovation	1	350,000.00												1
	Proposed Renovation of 2nd Flr. Toilets	1	550,000.00							1					
	Proposed replacement of roofing, flashing and ridge roll	1	1,000,000.00						1			1			
	Fabrication and installation of steel door grills and trash bag container	1	25,000.00								1	1			
	SUBTOTAL		6,925,000.00												

Prepared by: MERLITA M. MABALAY
MERLITA M. MABALAY
Administrative Officer IV

Submitted by: J. NEIL C. GARCIA, Ph.D.
J. NEIL C. GARCIA, Ph.D.
Director

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**2014 PROJECT PROCUREMENT MANAGEMENT PLAN
(PPMP)**

END-USER/UNIT: **UNIVERSITY OF THE PHILIPPINES PRESS**

CODE	GENERAL DESCRIPTION	QTY.	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	REPAIRS AND MAINTENANCE														
	Office equipment:														
	aircons	20	50,000.00						10						10
	computers	4	20,000.00			1			1			1			1
	printers	4	20,000.00			1			1			1			1
	copier	4	10,000.00			1			1			1			1
	pabx system	2	20,000.00						1						1
	Office furnitures & fixtures	2	50,000.00					1						1	
	Vehicle (2 units)														
	(labor and materials)	10	150,000.00			1	1	1	1	1	1	1	1	1	1
	tires	8	32,000.00					2		2		2		2	
	SUBTOTAL		352,000.00												
GRAND TOTAL			7,795,438.00												

Prepared by:

Merlita M. Mabalay
MERLITA M. MABALAY
Administrative Officer IV

Submitted by:

J. Neil C. Garcia
J. NEIL C. GARCIA, Ph.D.
Director

UP SYSTEM S.P.M.O.
Diliman, Quezon City

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: UP PRESS

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Item#22	HP#60 Tri-color	4 pieces	3,080.00							2	1	1			
	HP#60 Black	3 pieces	1,905.00							1	1	1			
Item#23	CE278A	4 pieces	12,400.00					2	1	1					
	CE285A	4 pieces	11,200.00					2	1	1					
Item#24	CE505A	4 pieces	15,200.00					2	1	1					
	C7115A	4 pieces	12,400.00					2	1	1					
Item#25	HP#703 Tri-color ink	3 pieces	2,970.00					1	1	1					
	HP#703 Black ink	3 pieces	2,970.00					1	1	1					
Item#26	HP#56 Black ink	2 pieces	1,740.00					1	1						
	HP#57 Tri-color ink	2 pieces	2,970.00					1	1						
Item#27	HP#C6578DA Tri-color	2 pieces	2,840.00					1	1						
	HP#C6615DA Black	2 pieces	2,300.00					1	1						
Item#28	HP #Q7551A	3 pieces	16,650.00					1	1	1					
	HP#92298A	1 piece	4,900.00					1							
Item#29	HP685CYAN	3pieces	990.00					1	1	1					
	HP685YELLOW	3pieces	990.00					1	1	1					
	HP685BLACK	3pieces	990.00					1	1	1					
	HP685MAGENTA	3pieces	990.00					1	1	1					

Total: 97,485.00

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

OLIVIOUS B. ROMERO

Typesetter

Submitted By:

DR. J. NEIL C. GARCIA

Director, UP Press

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PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: UP PRESS

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Item#30	Plastic, Clear 8"x 12"	9 packs	1,890.00					2	2	2	2	1			
	Plastic, Clear 7"x 10"	5 packs	850.00					1	1	1	2				
	Plastic, Clear 10"x14"	8 pack	2,100.00					2	2	2	2				
Item#31	Film, Fax	3 pieces	2,250.00			1	1	1							
	Cartridge Copying Machine	2 pieces	13,152.00		1				1						
Item#32	Machine, Copying Parts:														
	Upper separator pawl	2 pieces	684.00		1					1					
	Lower separator pawl	2 pieces	1,034.00		1					1					
	DV blade	1 piece	342.00		1										
Item#33	Services, Cleaning Air-con	9 units	5,500.00					9							
Item#34	Fire Extinguisher, pure HCFC 123	3 units	1,850.40					3							
Item#35	Plastic Container for trash segregation	6 pieces	3,000.00					6							
Item#36	Fabrication of steel Grills Gate	1 lot	5,000.00					1							
Item#37	Fabrication of steel Garbage container holder	1 lot	1,000.00					1							
total			38,652.40												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

OLIVIOUS B. ROMERO

Typesetter

Submitted By:

DR. J. NEIL C. GARCIA

Director, UP Press

Page 2

Pages 1, 2 total: 136,137.40

ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment

UP SYSTEM S.P.M.O. Diliman, Quezon City	
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Time: <u> </u>	By: <u> </u>

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **University of the Philippines Press**
Region: National Capital Region
Address: E. delos santos st. corner lakandula UP Campus
Diliman, Quezon City

Contact Person: Olivius B. Romero
Position: Typesetter
E-mail: boss_romero66@yahoo.com
Telephone/Mobile Nos: 928-25-58

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece														0	67.27	-
2. BALLAST, 36 watts	piece														0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet														0	36.40	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		2		2		2		2		2				10	368.94	3,689.40
8. FLUORESCENT LAMP, tubular, 18 watts	piece														0	32.14	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece														0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece		4	4	4			4	4	4					24	103.79	2,490.96
11. FUSE, 30 amperes	piece														0	10.35	-
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece														0	3.73	-
14. TAPE, electrical	roll														0	18.20	-

ENCODER BOLIS
AUG 05 2014

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-
42. MOUSE, optical, USB conection type	piece													0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-
48. TONER CARTRIDGE,HP 92298A	cart													0	4,498.20	-
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-
50 TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-
74. RIBBON, Epson RN 8755	cart													0	84.76	-
75. RIBBON, Epson RN 8750	cart													0	76.75	-
76. RIBBON, Epson RN 7754	cart													0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-
COMMON OFFICE SUPPLIES														0	603.20	-
1. ACETATE, gauge #3, 50m in length	roll													24	92.56	2,221.44
2. AIR FRESHENER, 280mL/can	can		4	4	4			4	4	4				48	37.70	1,809.60
3. ALCOHOL, 70%, ethyl	bottle		8	8	8			8	8	8						-
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-	
7. CARBON FILM, polyehtylene, 216mm x 330mm, 100s/box	box													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack													0	57.20	-	
9. CARTOLINA, white, 20s/pack	pack													0	34.81	-	
10. CHALK, white, dustless, 100 pcs/box	box													0	8.42	-	
11. CLIP, bulldog (3")	piece													0	15.60	-	
12. CLIP, backfold, 25mm, 12s/box	box													15	43.68	655.20	
13. CLIP, backfold, 50mm, 12s/box	box		5	5	5									15	7.54	113.10	
14 CLIP, backfold, 19mm, 12s/box	box		5	5	5									15	17.42	261.30	
15. CLIP, backfold, 32mm, 12s/box	box		5	5	5									0	21.84	-	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	45.76	-	
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-	
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	67.60	-	
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	19.64	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece													10	9.82	98.20	
21. CORRECTION FLUID, water based, min 15mL.	bottle		3	3	4									0	64.47	-	
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	67.07	-	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	560.56	-	
24. ENVELOPE, documentary (10"x15"), 500s/box	box													2	675.86	1,351.72	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box		1				1							2	159.78	319.56	
26. ENVELOPE, mailing white, 500s/box	box		1				1							0	207.58	-	
27. ENVELOPE, mailing white with window, 500s	box													0	119.60	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	39.81	-	
29. ENVELOPE, expanding, plastic, legal size	piece													0	526.24	-	
30. ENVELOPE, documentary, A4, 500s/box	box													0	11.44	-	
31. ERASER, blackboard/whiteboard	piece													18	4.68	84.24	
32. ERASER, rubber	piece		3	3	3		3	3	3					0	83.20	-	
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	851.64	-	
34. FOLDER, pressboard, plain, legal, 100s/box	pack													4	413.92	1,655.68	
35. FOLDER, tagboard, legal size, 100s/box	pack		1	1			1	1						4	253.76	1,015.04	
36. FOLDER, tagboard, A4 size, 100s/box	pack		1	1			1	1						0	301.60	-	
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	312.00	-	
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle													0	247.52	-	
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	228.80	-	
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	37.43	-	
41. GLUE, all purpose, 300 grams min.	jar													0	32.97	-	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	44.45	-	
43. INDEX CARD,3"x 5",ruled both sides, 500s/pack	pack													0	99.84	-	
44. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack													0	41.50	-	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	56.68	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	67.60	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	11.44	-	
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	493.54	-	
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0		-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-	
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-	
52. MAP PIN, round head, 100s/box	box		1	1	1			1	1	1				6	36.40	218.40	
53. MARKER, fluorescent, 3 colors/set	set		2	2	2			2	2	2				12	41.60	499.20	
54. MARKING PEN, whiteboard, black	piece		2	2	2			2	2	2				12	15.08	180.96	
55. MARKING PEN, whiteboard, blue	piece		2	2	2			2	2	2				12	15.08	180.96	
56. MARKING PEN, whiteboard, red	piece		2	2	2			3	3	3				15	13.50	202.50	
57. MARKER, permanent, black	piece		2	2	2			3	3	3				15	13.50	202.50	
58. MARKER, permanent, blue	piece		2	2	2			2	2	2				12	13.50	162.00	
59. MARKER, permanent, red	piece		2	2	2			2	2	2				0	84.24	-	
60. MARKING PEN, for transparency	set													10	7.49	74.90	
61. NOTE BOOK, stenographer's, 40 leaves	piece		5					5						0	36.40	-	
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad													0	52.00	-	
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	112.32	-	
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	31.20	-	
65. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	30.99	-	
66. OIL, for general purpose, 120 mL	bottle													0	104.80	-	
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream													0	56.06	-	
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	145.60	-	
70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream													150	144.35	21,652.50	
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream		50					100						0	194.66	-	
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream													0	20.57	-	
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad													5	36.40	182.00	
74. PAPER, thermal,210mmx30M, 1/2" core	roll		2	2	1									0	37.44	-	
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	139.32	-	
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream													0	161.20	-	
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream													10	82.04	820.40	
78.PAPER FASTENER, for paper, metal, 50 sets/box	box		2	2	1			2	2	1				10	15.60	156.00	
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box		2	2	1			2	2	1				10	8.84	88.40	
80. PAPER CLIP, gem type, 32mm, 100s/box	box		2	2	1			2	2	1				10	24.89	248.90	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box		5					5						0	18.20	-	
82. PENCIL, mechanical, for 0.5mm lead	piece													3	30.00	90.00	
83. PUSH PIN, flat head type, assorted colors, 100s/box	box		1	1	1									18	50.44	907.92	
84. RECORD BOOK, 300 pages, smyth sewn	book		3	3	3			3	3	3				0	88.40	-	
85. RECORD BOOK, 500 pages, smyth sewn	book													0	15.81	-	
86. RIBBON, nylon, manual typewriter	spool													0	644.80	-	
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	468.00	-	
88. RIBBON CARTRIDGE, fabric, Iwata EzA time recorder	piece													0	4.37	-	
89. RING BINDER, (1/2"x44"), plastic	piece													0	12.48	-	
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-	
91. RING BINDER, (1" x 44"), plastic	piece													0	28.13	-	
92. RING BINDER, (2" x 44"), plastic	piece													0		-	
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		1											1	132.68	132.68	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
94. RULER, plastic, 300mm	piece													0	3.64	-	
95. RULER, plastic, 450mm	piece		2	2	1									5	36.40	182.00	
96. SIGN PEN, black	piece		2	2	2		2	2	2					12	41.48	497.76	
97. SIGN PEN, blue	piece		2	2	2		2	2	2					12	41.48	497.76	
98. SIGN PEN, red	piece		2	2	2		2	2	2					12	41.48	497.76	
99. STAMP PAD INK, violet, 50mL	bottle													0	27.04	-	
100. STAMP PAD, felt pad, min 60mm x 100mm	piece													0	24.96	-	
101. STAPLE WIRE, standard, #35	box		2	2	1									5	25.98	129.90	
102. TAPE, adding machine, GSP bond	roll													0	10.66	-	
103. TAPE, masking, 24mm, 50 meters length	roll													0	41.60	-	
104. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-	
105. TAPE, transparent, 24mm, 50 meters	roll		20	20	10		20	20	10		20	20	10	150	10.87	1,630.50	
106. TAPE, transparent, 48mm, 50 meters	roll													0	20.38	-	
107. TAPE, packaging, 48mm, 50 meters length	roll		20	20	10		20	20	10		20	20	10	150	19.24	2,886.00	
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-	
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-	
110. TOILET TISSUE, 12 rolls/pack	pack		3	3	3		3	3	3		3	3	3	27	61.15	1,651.05	
111. TWINE, plastic, one kilo per roll	roll		5	5	5		5	5	5					30	57.20	1,716.00	
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-	
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack		2	2	2			2	2	2				12	10.40	124.80	
2. CUTTER, heavy duty	piece		2	2	1			2	2	1				10	27.04	270.40	
3. PUNCHER, heavy duty	piece													0	114.40	-	
4. SCISSORS, (6")	pair		2	2	1			2	2	1				10	18.72	187.20	
5. SHARPENER, single cutterhead	piece		2					2						4	147.35	589.40	
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-	
7. STAPLER, heavy duty, standard	piece		3	3				3	3					12	162.84	1,954.08	
8. STAPLE REMOVER, twin jaws	piece													0	19.64	-	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece													0	40.23	-	
10. WASTE BASKET, plastic	piece													0	20.99	-	
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-	
2. BROOM, soft (tambo)	piece		2	2	1			2	2	1				10	119.60	1,196.00	
3. BROOM, STICK (tingting)	piece		2	2	1			2	2	1				10	19.76	197.60	
4. CLEANSER, powder, 350gms.	canister		5					5						10	17.32	173.20	
5. DETERGENT POWDER, all purpose, 500gms.	pouch		5					5						10	17.16	171.60	
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-	
7. DISINFECTANT SPRAY, 400 grams net content	can													0	239.20	-	
8. DUST PAN, non-rigid plastic, with detachable handle	piece													0	26.00	-	
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-	
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-	
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-	
12. FURNITURE CLEANER, 300mL/can min	can		1		1			1		1				4	112.32	449.28	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (29.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
13. INSECTICIDE, 600mL (420g) /can	can						1	1	1		1	1	1	0	116.48	-
14. MOPHANDLE, screw type, wooden handle	piece		1	1	1		1	1	1		2	2	2	9	83.20	748.80
15. MOPHEAD, 100% rayon, 400g	piece		2	2	2		2	2	2					18	71.76	1,291.68
16. RAG, COTTON, (7") in diameter	kilo													0	43.68	-
17. SCOURING PAD, economy size	pack													0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box		2	2	1			2	2	2				11	33.28	366.08
20. TRASHBAG, plastic, black, (XL)	roll		2	2	1			2	2	2				11	103.79	1,141.69
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	5	5	5		5	5	5		10	5	5		50	119.22	5,961.00
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-
10. CHAIR, monobloc, without armrest, beige/white	unit													0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-
13. ELECTRIC FAN, with stand	unit													0	764.40	-
14. ELECTRIC FAN, wall type	unit													0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-
16. FACSIMILE TRANSCIEVER, uses thermal paper	unit													0	4,451.20	-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

***GRAND TOTAL:

69,782.16

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

76,760.38

APPROVED BUDGET:

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /

Certified Appropriate Funds Available:

Approved:

Olivia B. Romero
Property/Supply Officer

Accountant /
Local Budget Officer

DR. J. NEIL C. GARCIA
Head of Office/Agency

Date Prepared: April 14, 2014

THE UNIVERSITY OF THE PHILIPPINES PRESS
E. de los Santos St., U.P. Campus, Diliman, Quezon City

PROJECTED EXPENSES

ANNUAL PROCUREMENT PLAN 2014

76,760.38

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

Page 1	Sub total	276,088.00	
Page 2	Sub total	242,350.00	
Page 3	Sub total	6,925,000.00	
Page 4	Sub total	352,000.00	
Page 5	Sub total	97,485.00	
Page 6	Sub total	38,652.40	7,931,575.40
	Grand Total		8,008,335.78

Prepared by: *Merlita M. Mabalay*

MERLITA M. MABALAY
Administrative Officer

Submitted By:

J. Neil C. Garcia
J. NEIL C. GARCIA, Ph.D.
Director

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Evaluation of Candidate Genomic Variations as Pharmacogenetic Markers for Commonly Used Oral Hypoglycemic Agents among Filipinos

DM PROJ 1

PCC-HEALTH

Code	General Description	Quantity	Unit	Estimated Budget	Total Amount	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
						Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Supplies and MaterialsOffice Supplies																
	paper, multicopy (A4, 80gsm)	10	ream	200.00	2,000.00								2	2	2	2	2
	paper, specialty (short, green, 160gsm)	12	sheet (10's)	35.00	420.00						2		2	2	2	2	2
	folder (short)	250	piece	5.00	1,250.00					50	50		50	50	50	30	30
	envelope, brown (short)	5	piece (25's)	60.00	300.00								1	1	1	1	1
	envelope, brown (long)	5	piece (25's)	70.00	350.00								1	1	1	1	1
	envelope, expandable, plastic	5	piece	40.00	200.00								5				
	book, logbook (500pgs)	5	piece	200.00	1,000.00								1	1	1	1	1
	clear book (long)	2	piece	65.00	130.00								2				
	clear book (A4)	2	piece	55.00	110.00								2				
	clear book, refill (long)	2	piece (10's)	35.00	70.00								2				
	clip board	6	piece	40.00	240.00					2			2	2			
	clear book, refill (A4)	3	piece (10's)	30.00	90.00					1			2				
	ballpen, black	26	piece	15.00	390.00					6				10			10
	pencil, mongol (12's)	2	box	70.00	140.00									1			1
	signpen, black	1	piece	70.00	70.00								1				
	marker, permanent, black	10	piece	35.00	350.00								2	2	2	2	2
	marker, whiteboard, black	10	piece	45.00	450.00								2	2	2	2	2
	eraser, pencil	20	piece	10.00	200.00					6				5		5	4
	correction tape	10	piece	30.00	300.00								5				5
	sharpener, desk, pencil	2	piece	250.00	500.00								1				1
	scissors	3	piece	50.00	150.00					1	1				1		
	cutter	2	piece	25.00	50.00												
	cutter (blade)	1	piece	15.00	15.00												
	ruler	2	piece	20.00	40.00					1				1			
	rubberband (small)	5	box	25.00	125.00						1		1	1	1	1	
	stapler (heavy duty)	2	piece	150.00	300.00								2				
	stapler (small)	6	piece	40.00	240.00					6				1		1	
	staple wire (no.35)	2	box	35.00	70.00												
	staple wire (no.10)	10	box	15.00	150.00					1			1	2	2	2	2
	clip, paper (big)	10	box	20.00	200.00								2	2	2	2	2
	clip, paper (small)	10	box	15.00	150.00						3		2	2	2		1
	clip, backfold (1")	7	box	20.00	140.00					2			1	1	1	1	1
	clip, backfold (2")	5	box	40.00	200.00								1	1	1	1	1
	puncher	0	piece	300.00	-												
	fastener, plastic	5	box	40.00	200.00								1	1	1	1	1
	glue, all purpose	5	piece	30.00	150.00					1			1	1		1	1
	tape, double adhesive	2	roll	50.00	100.00									1		1	
	tape, packaging (2")	2	roll	40.00	80.00								1	1	1	1	1
	tape, transparent (1")	5	roll	14.00	70.00								1	1			
	tape measure	6	piece	15.00	90.00					4			1	1			
	tape, transparent (2")	5	roll	24.00	120.00					2			1		1		1
	toner, Samsung	1	piece	5,000.00	5,000.00									1			
	calculator	0	piece	270.00	-												
	alcohol, 70% 500 ml	10	bottle	65.00	650.00						1		1	2	2	2	2

ENCODED BY:

EX-MA

AUG 12 2014

tissue paper roll	6	roll (12's)	85.00	510.00						1		1	1	1	1	1
trashbag, plastic, black	5	pack	60.00	300.00								1	1	1	1	1
spare blade	2	piece	30.00	60.00						2						
notepad tab	2	piece	30.00	60.00						2						
time card	200	piece	2.00	400.00						100						100
Traveling Expenses																
traveling allowance for patients	165	patient	200.00	33,000.00								33	33	33	33	33
Representation Expenses																
food allowance for patients	165	patient	300.00	49,500.00								33	33	33	33	33
Communication Expenses																
call cards	51	card	500.00	25,500.00					6	4	2	8	8	8	8	7
Printing and Binding Expenses																
photocopy	5	set	7,500.00	37,500.00								1	1	1	1	1
Trainings and Human Resource Development																
GCP training	1	person	6,500.00	6,500.00								1				
Phlebotomy training	1	person	5,000.00	5,000.00									1			
Equipment																
Desktop installed with analytical software for microarray data analysis and manuscript preaparaton (e.g. Partek, Agilent, Genologics, etc.)	1	lot	870,000.00	870,000.00										1		

/ 1,145,000.00

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

Maria Jaymie Jarin
Research Assistant

Dr. Eva Maria Cutiongco - de la Paz
Project Leader

Institute of Human Genetics/National Institutes of Health/Philippine Genome Center
625 Pedro Gil St. Ermita Manila

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Correlation of Candidate Genomic Variations for Susceptibility and Risk Assessment of Type 2 Diabetes Mellitus and its Related Medical Conditions

PM PROJ 2

PGC-HEALTH

Code	General Description	Quantity	Unit	Estimated Budget	Total Amount	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
						Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Office Supplies																
	paper, multicopy (A4, 80gsm)	20	ream	200.00	4,000.00								4	4	4	4	4
	paper, specialty (short, green, 160gsm)	20	sheet (10's)	35.00	700.00								4	4	4	4	4
	folder (short)	300	piece	5.00	1,500.00								60	60	60	60	60
	envelope, brown (short)	10	piece (25's)	60.00	600.00								2	2	2	2	2
	envelope, brown (long)	10	piece (25's)	70.00	700.00								2	2	2	2	2
	envelope, expandable, plastic	10	piece	40.00	400.00								5				5
	book, logbook (500pgs)	2	piece	200.00	400.00								2				
	clear book (long)	4	piece	65.00	260.00								2		2		
	clear book (A4)	4	piece	55.00	220.00								2		2		
	clear book, refill (long)	4	piece (10's)	35.00	140.00								2		2		
	clear book, refill (A4)	4	piece (10's)	30.00	120.00								2		2		
	in and out tray (3 layers)	3	piece	300.00	900.00										3		
	ballpen, black	40	piece	15.00	600.00								10	10		10	10
	pencil, mongol (12's)	4	box	70.00	280.00								1	1	1		1
	signpen, black	2	piece	70.00	140.00								1		1		
	marker, permanent, black	20	piece	35.00	700.00								4	4	4	4	4
	marker, whiteboard, black	20	piece	45.00	900.00								4	4	4	4	4
	eraser, pencil	5	piece	10.00	50.00								1	1	1	1	1
	correction tape	5	piece	30.00	150.00								1	1	1	1	1
	sharpener, desk, pencil	2	piece	250.00	500.00								2				
	scissors	3	piece	50.00	150.00								3				
	cutter	2	piece	25.00	50.00								2				
	cutter (blade)	1	piece	15.00	15.00								1				
	rubberband (small)	2	box	25.00	50.00								1			1	
	stapler (heavy duty)	2	piece	150.00	300.00								2				
	stapler (small)	5	piece	40.00	200.00								5				
	staple wire (no.35)	5	box	35.00	175.00								1	1	1	1	1
	staple wire (no.10)	20	box	15.00	300.00								4	4	4	4	4
	clip, paper (big)	20	box	20.00	400.00								4	4	4	4	4
	clip, paper (small)	20	box	15.00	300.00								4	4	4	4	4
	clip, backfold (1")	10	box	20.00	200.00								2	2	2	2	2
	clip, backfold (2")	10	box	40.00	400.00								2	2	2	2	2
	puncher	1	piece	300.00	300.00								1				
	fastener, plastic	10	box	40.00	400.00								2	2	2	2	2
	glue, all purpose	5	piece	30.00	150.00								1	1	1	1	1
	tape, double adhesive	5	roll	50.00	250.00								1	1	1	1	1
	tape, packaging (2")	5	roll	40.00	200.00								1	1			
	tape, transparent (1")	10	roll	14.00	140.00								2	2	2	2	2
	tape, transparent (2")	10	roll	24.00	240.00								2	2	2	2	2
	toner, Samsung	2	piece	5,000.00	10,000.00								1	1			
	calculator	2	piece	270.00	540.00								2				
	alcohol, 70% 500 ml	20	bottle	65.00	1,300.00								4	4	4	4	4

tissue paper roll	10	roll (12's)	85.00	850.00								2	2	2	2	2
liquid soap	5	bottle	100.00	500.00								1	1	1	1	1
trashbag, plastic, black	10	pack	60.00	600.00								2	2	2	2	2
Transportation																
traveling allowance for patients	355	patient	200.00	71,000.00								71	71	71	71	71
Representation Expenses																
Representation Expenses (patients)	355	patient	300.00	106,500.00								71	71	71	71	71
Meeting and Conferences	12	meeting	5,000.00	60,000.00			1	1	1	1	1	1	1	1	1	1
Communication Expenses	50	card	500.00	25,000.00								10	10	10	10	10
Training																
Phlebotomy training	2	person	5,000.00	10,000.00									1	1		
GCP training	1	person	6,500.00	6,500.00								1				
Equipment																
Laptop	1	piece	80,000.00	80,000.00										1		

- 395, 405

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

Maria Jaymie Jarin
Research Assistant

Dr. Elizabeth Paz - Pacheco
Project Leader

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Transcriptional Profiling and Pathway Analyses for Complication of Type-2 Diabetes Mellitus

DM Proj 3

PGC - HEALTH

Code	General Description	Quantity	Unit	Estimated Budget Unit Price	Total Amount	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
						Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Office Supplies																
	paper, multicopy (A4, 80gsm)	20	ream	200.00	4,000.00								4	4	4	4	4
	paper, specialty (short, green, 160gsm)	20	sheet (10's)	35.00	700.00								4	4	4	4	4
	folder (short)	300	piece	5.00	1,500.00								60	60	60	60	60
	envelope, brown (short)	10	piece (25's)	60.00	600.00								2	2	2	2	2
	envelope, brown (long)	10	piece (25's)	70.00	700.00								2	2	2	2	2
	envelope, expandable, plastic	10	piece	40.00	400.00								5		5		
	book, logbook (500pgs)	2	piece	200.00	400.00								2				
	book, logbook (150pgs)	4	piece	150.00	600.00								4				
	clear book (long)	4	piece	65.00	260.00								2		2		
	clear book (A4)	4	piece	55.00	220.00								2		2		
	clear book, refill (long)	4	piece (10's)	35.00	140.00								2		2		
	clear book, refill (A4)	4	piece (10's)	30.00	120.00								2		2		
	in and out tray (3 layers)	3	piece	300.00	900.00								3				
	data file box with closed end (long)	30	piece	115.00	3,450.00								6	6	6	6	6
	data file box with closed end (short)	20	piece	100.00	2,000.00								4	4	4	4	4
	ballpen, black	60	piece	15.00	900.00								12	12	12	12	12
	pencil, mongol (12's)	10	box	70.00	700.00								2	2	2	2	2
	signpen, black	10	piece	70.00	700.00								2	2	2	2	2
	marker, permanent, black	20	piece	35.00	700.00								4	4	4	4	4
	marker, whiteboard, black	20	piece	45.00	900.00								4	4	4	4	4
	eraser, pencil	20	piece	10.00	200.00								4	4	4	4	4
	correction tape	20	piece	30.00	600.00								4	4	4	4	4
	sharpener, desk, pencil	2	piece	250.00	500.00								2				
	scissors	4	piece	50.00	200.00								3				
	cutter	3	piece	25.00	75.00								3				
	cutter (blade)	2	piece	15.00	30.00								2				
	rubberband (small)	10	box	25.00	250.00								2	2	2	2	2
	stapler (heavy duty)	2	piece	150.00	300.00								2				
	stapler (small)	5	piece	40.00	200.00								5				
	staple wire (no.35)	5	box	35.00	175.00								1	1	1	1	1
	staple wire (no.10)	20	box	15.00	300.00								4	4	4	4	4
	clip, paper (big)	20	box	20.00	400.00								4	4	4	4	4
	clip, paper (small)	30	box	15.00	450.00								6	6	6	6	6
	clip, backfold (1")	20	box	20.00	400.00								4	4	4	4	4
	clip, backfold (2")	10	box	40.00	400.00								2	2	2	2	2
	puncher	2	piece	300.00	600.00								2				
	fastener, plastic	10	box	40.00	400.00								2	2	2	2	2
	glue, all purpose	10	piece	30.00	300.00								2	2	2	2	2
	tape, double adhesive	5	roll	50.00	250.00								1	1	1	1	1
	tape, packaging (2")	5	roll	40.00	200.00								1	1	1	1	1
	tape, transparent (1")	10	roll	14.00	140.00								2	2	2	2	2
	tape, transparent (2")	10	roll	24.00	240.00								2	2	2	2	2
	toner, Samsung	2	piece	5,000.00	10,000.00								1	1			
	calculator	2	piece	270.00	540.00								2				
	liquid soap	5	bottle	100.00	500.00								1	1	1	1	1
	alcohol, 70% 500 ml	20	bottle	65.00	1,300.00								4	4	4	4	4
	tissue paper roll	10	roll (12's)	85.00	850.00								2	2	2	2	2
	trashbag, plastic, black	10	pack	60.00	600.00								2	2	2	2	2
	Traveling Expenses																
	traveling allowance for patients	85	patient	200.00	17,000.00								17	17	17	17	17
	Representation Expenses																
	food allowance for patients	85	patient	300.00	25,500.00								17	17	17	17	17

	Communication Expenses																	
	call cards	24	card	500.00	12,000.00							2	5	5	4	4	4	
	Training																	
	Phlebotomy training	1	person	5,000.00	5,000.00										1			
	GCP training	1	person	6,500.00	6,500.00								1					
	Laboratory Supplies				0.00													
	cDNA Sysynthesis Kit	11	kits	8500	93,500.00													
	Rt PCR Kit	4	kits	40000	160,000.00													
	RT PCR Primers	60	sets	2000	120,000.00													
	Equipment																	
	Agilent Tapestation	1	lot	3,780,000.00	3,780,000.00													1
	Steel cabinet with racks	6	piece	70,000.00	70,000.00													3

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

4,807,000

Maria Jaymie Jarin
Research Assistant

Dr. Jose B. Nevado Jr.
Project Leader

CVD - PREVALENCE

PGC - HEALTH

Institute of Human Genetics/National Institutes of Health/Philippine Genome Center
625 Pedro Gil St. Ermita Manila

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT : The Prevalence of Genetic Polymorphisms Associated with the Risk for the Development of Hypertension, Dyslipidemia, And Coronary Artery Disease among Filipinos

Code	General Description	Quantity	Unit	Estimated Budget Unit Price	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Office Supplies															
	Adhesive Notepad	17	Packs (Whole)	PHP 800.00		2	4			1		2	2	2	2	2
	Adhesive Notepad	6	packs (Inch size)	PHP 500.00						1		1	1	1	1	1
	Tape Flag	10	packs	PHP 600.00	2		2			1		1	1	1	1	1
	White Folder	788	pieces	PHP 5,625.00	12	10				141		125	125	125	125	125
	Bond Paper	6	reams (A4)	PHP 2,400.00						1		1	1	1	1	1
	Record book	5	pieces (medium)	PHP 400.00	3							0	1	0	1	0
	Envelope	2	box (long white)	PHP 500.00	1							1	0	0	0	0
	Plastic Envelope	12	pieces (long clear ex	PHP 400.00	1		5					6	0	0	0	0
	Time Card	3	packs	PHP 500.00			1					2	0	0	0	0
	Stapler	2	pieces	PHP 70.00						1		1	0	0	0	0
	Stapler	1	pc (big)	PHP 150.00								1	0	0	0	0
	Staple wire	7	box No.10	PHP 300.00		2						1	1	1	1	1
	Staple wire	5	box No. 35	PHP 500.00								1	1	1	1	1
	Fastener	6	packs	PHP 500.00						1		1	1	1	1	1
	Clip paper	7	boxes, jumbo	PHP 450.00			1			1		1	1	1	1	1
	Glue	3	pieces (130 grams)	PHP 250.00	2							0	1	0	0	0
	Scotch tape	6	pieces (medium)	PHP 500.00			1					1	1	1	1	1
	Trash bag (Black)	3	packs (Large)	PHP 700.00						1		0	1	0	1	0
	Trash bag (Yellow)	5	packs (Large)	PHP 1,000.00								1	1	1	1	1
	Dishwashing Liquid	2	bottles (500ml)	PHP 400.00								0	1	0	1	0
	Interfolded Paper Towels, 1 ply	5	packs (175 pulls)	PHP 500.00								1	1	1	1	1
	70% ethyl alcohol	2	bottles (500ml)	PHP 400.00								0	1	0	1	0
	Pencil	11	boxes	PHP 825.00	2	2	1			1		1	1	1	1	1
	Rubber eraser	31	pieces	PHP 400.00		1						6	6	6	6	6
	White board marker	5	pieces	PHP 500.00						1		2	0	0	2	0
	Sign pen	11	box	PHP 500.00			8			2		1	0	0	0	0
	Ballpen	14	box (Black)	PHP 700.00		3				6		1	1	1	1	1
	Ballpen	19	pieces (Blue)	PHP 400.00			9					2	2	2	2	2
	Highlighter (Yellow)	4	pieces	PHP 250.00	2							0	1	0	1	0
	Highlighter (Orange)	2	pieces	PHP 250.00								0	1	0	1	0
	Marker, pointed, felt-tipped	10	pieces	PHP 700.00								2	2	2	2	2
	Printer Ink Cartridge	2	packs (black)	PHP 1,800.00								0	1	0	1	0
	Stamp Ink (digital stamp pad)	1	bottles	PHP 700.00								0	0	1	0	0
	Printer Ink Cartridge, for HP Deskjet 2515	5	packs (black)	PHP 4,700.00								1	1	1	1	1
	USB Flash Drive, 16 gb	6	pieces	PHP 3,000.00								6	0	0	0	0

External Hard Drive, 500 gb	1	piece	PHP 3,000.00									0	1	0	0	0
Electric Fan/Cooler	3	units	PHP 14,000.00									0	0	3	0	0
Portable Wand Scanner	3	units	PHP 5,000.00									0	3	0	0	0
Calendar	1	Piece	PHP 200.00	1												
Rubber Band	1	pack	PHP 50.00	1												
Calculator	1	piece	PHP 200.00	1												
Card Holder	2	piece	PHP 200.00	1		1										
Sticker Paper	1	piece	PHP 150.00	1												
Sharpener (Small)	1	piece	PHP 20.00		1											
Sharpener (Big)	1	piece	PHP 20.00						1							
Scissors	2	piece	PHP 20.00		2											
Whiteboard	1	piece	PHP 300.00			1										
Magnet button	2	pack	PHP 50.00			2										
Desk tray	2	box	PHP 400.00			2										
Notebook	2	piece	PHP 50.00			1			1							
Cable ties	1	Piece	PHP 100.00		1											
Glue stick	2	Piece	PHP 50.00			2										
Illustration board	1	Piece	PHP 150.00			1										
Tape dispenser	1	Piece	PHP 200.00			1										
Laminating sheet	1	Piece	PHP 200.00			1										
Medicine box	1	Piece	PHP 300.00				1									
Board Biotop	1	Piece	PHP 300.00						1							
Puncher	1	Piece	PHP 100.00						1							
Door chime, wireless	1	Piece	Php530.00						1							
Traveling Expenses																
traveling allowance for patients	434	patients	PHP 69,400.00	89	2	43	49	66	18	17	30	30	30	30	30	30
Representation Expenses																
food allowance for patients	434	patients	PHP 104,100.00	89	2	43	49	66	18	17	30	30	30	30	30	30
food for meeting	5	meetings	PHP 24,000.00								1	1	1	1	1	1
Communication Expenses																
call cards	66	Piece	PHP 40,000.00		8		7	4	6	6	7	7	7	7	7	7
Sim cards	5	piece	Php1,000.00							2	3					
Trainings																
GCP Training	2	person	PHP 7,000.00								2	0	0	0	0	0
Equipments																
Laptop	2	lot	PHP 120,000.00								0	2	0	0	0	0
Portable Centrifuge	1	lot	PHP 200,000.00								0	1	0	0	0	0

~ 290,000

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

Jonathan Terante
Research Assistant

Dr. Eva Maria Cutiongco - de la Paz
Project Leader

Institute of Human Genetics/National Institutes of Health/Philippine Genome Center
625 Pedro Gil St. Ermita Manila

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Pharmacogenetics Studies on Some Commonly Used Drugs for Hypertension, Dyslipidemia, and Coronary Artery Disease among Filipinos

Code	General Description	Quantity	Unit	Estimated Budget Unit Price	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
					Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
	Office Supplies															
	lateral Steel filing cabinet, 4 drawers	3	Pieces	48000		3										
	Laboratory Supplies															
	VerifyNow P2Y12 (Clopidogrel) Assa	5	box of 10	PHP 247,500.00						1		0	2	0	2	0
	VerifyNow Aspirin Assay	1	box of 25	Php30,000.00	1											
	VerifyNow Aspirin Assay	7	box of 10	PHP 72,000.00			3			1		0	3	0	0	0
	Stadiometer	1	piece	PHP 15,000.00								0	1	0	0	0
	Stethoscope	6	unit	PHP 30,000.00								0	6	0	0	0
	BP Apparatus	6	unit	PHP 16,000.00								0	6	0	0	0
	Weighing Scale	2	unit	PHP 2,500.00								0	2	0	0	0
	Red tubes	4	packs of 50	PHP 1,500.00								0	4	0	0	0
	Captopril, 25 mg/tab	1	box of 100	PHP 4,000.00								1	0	0	0	0
	Isosorbide Dinitrate, 5 mg/tab	1	box of 100	PHP 4,000.00								1	0	0	0	0
	Traveling Expenses															
	traveling allowance for patients	694	patient	PHP 279,200.00		3	1	4	9	30	22	125	125	125	125	125
	Representation Expenses															
	food allowance for patients	694	patient	PHP 418,800.00		3	1	4	9	30	22	125	125	125	125	125
	food for meeting	11	meeting	PHP 24,000.00	1	1	1	1	1	1	1	1	1	1	1	0
	Communication Expenses															
	call cards	19	pieces	PHP 9,500.00	4							3	3	3	3	3
	Trainings															
	GCP Training	3	person	PHP 10,500.00								3	0	0	0	0
	Phlebotomy training	2	person	PHP 10,000.00								1	1	0	0	0
	Equipment Outlay															

1,310,000

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:

Jonathan Terante
Research Assistant

Dr. Eva Maria Cutiongco - de la Paz
Project Leader

END - Pharma

PGC- HEALTH

PROJECT PROCUREMENT AND MANAGEMENT PLAN (PPMP)

END-USER / UNIT: COCONUT GENOMICS PROGRAM

Account
P6C - A64

CODE	GENERAL DESCRIPTION	QUANTITY/SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
PMC															
	Laptop with accessories	1 unit	40,000.00												
Project 1															
	Data Storage Server	1 unit	700,000.00												
	Thermal cyclers @ P400,000 each	2 units	800,000.00												
	Liquid Handling Robot for automated colony picking, library screening (eg. Qpix or Tecan) to be based in NIMBB	1 unit	4,500,000.00												
	PC units with large screen, printer and peripherals @75,000 each	4 unit		300,000.00											
Project 2															
	Fluorometer system (Lab Starter Set)	1 set	428,000.00												
	Spectrophotometer system	1 unit	700,000.00												
	Thermal cycler with optimization block @ P450,000 each	2 units	900,000.00												
	Upright freezer	1 unit	420,000.00												
	Biorefrigerator	1 unit	337,000.00												
	Aircooling large centrifuge	1 unit	425,000.00												
	Aircooling microcentrifuge	1 unit	20,000.00												
	UV Transilluminator panel	1 unit	110,000.00												
	Single-channel Pipette @ P50,000 each set	2 sets	100,000.00												
	Multi-channel Pipettors	1 unit	70,000.00												
	Digital Pipettors (Single-channel)	1 unit	98,000.00												
	Heat block	1 unit	80,000.00												
	Cell disruptor	1 unit	54,000.00												
	Mixer system	1 unit	61,000.00												
	Agarose Gel Electrophoresis Apparatus @ 62,000 each	2 units	124,000.00												
	Desktop computer with accessories	1 set	75,000.00												
	Laptop computer	1 unit	50,000.00												
Project 3															
	Thermal cyclers @ P400,000 each	2 units	800,000.00												
	PC with large screen, printer and peripherals @ P75,000 each	4 units	300,000.00												
	Barcoding Equipment/Laboratory Labeling System	1 unit	150,000.00												
Project 4															
	A. Bioinformatics Equipment														
	Computer and accessories @ P75,000/set	3 sets	270,000.00											X	
	Physical Data Storage	1 unit	200,000.00											X	
	Power Back Up	1 unit	100,000.00											X	
	B. Laboratory Equipment														
	Bioanalyzer	1 unit	1,900,000.00										X		
	Qubit fluorometer	1 unit	230,000.00										X		
	35 li Dewar flask container	1 unit	150,000.00						X						
	Micropipettor @ P70,000/set	2 Sets	155,000.00										X		
	Ultra-Low Temperature Freezer	1 unit	560,000.00											X	
	Dry Shipper	1 unit	100,000.00											X	
Project 5															
	A. Bioinformatics Equipment														
	Computer and accessories	1 set	75,000.00										x		
	Physical Data Storage/Power Back-up	1 unit	200,000.00										x		

B. Laboratory Equipment														
Fast PCR system	1 unit	1,200,000.00												
Geno-Grinder	1 unit	1,400,000.00												
Refrigerated centrifuge	1 unit	750,000.00												
35 li Dewar flask container	1 unit	100,000.00												
Micropipettor @ P70,000/set	2 sets	140,000.00												
C. Retrofitting of BL2 Screenhouse and Headhouse														
		2,500,000.00												
Project 6														
Ultralow Freezer (-80 °C)	1 unit	700,000.00												
Laboratory Refrigerator, 1251L	1 unit	500,000.00												
Micropipettor @ P200,000 each	2 sets	400,000.00												
PCR Machine	1 unit	550,000.00												
Wide Mini-Sub Cell GT @P98,900 each	2 units	197,800.00												
Triple Wide Mini-Vertical Electrophoresis System @ P176,000 each	2 units	352,000.00												
Gel Documentation System	1 unit	600,000.00												
Desktop Computer	1 unit	75,000.00												
50 KVA Diesel Engine-Generator Set	1 unit	830,800.00												
Project 7														
PCR Machine	1 unit	550,000.00												
Vertical electrophoresis system	1 unit	415,000.00												
Lyophilizer	1 unit	600,000.00												
Tissue grinder (high-throughput)	1 unit	1,300,000.00												
Micropipettors	1 set	200,000.00												
Desktop computer	1 set	75,000.00												
Laboratory Freezer	1 unit	550,000.00												
High voltage UPS and AVR	1 unit	112,000.00												
Project 8														
Micropipettors	1 set	200,000.00												
Gradient Thermalcycler	1 unit	450,000.00												
Triple Wide Mini-Vertical Electrophoresis System	1 unit	176,000.00												
Biocomputing facility	1 unit	200,000.00												
Split-type aircon	1 unit	20,000.00												
High-voltage UPS	2 units	56,000.00												
5KVA Automatic Voltage Regulator	2 units	168,000.00												

22,000,000

PROJECT PROCUREMENT AND MANAGEMENT PLAN (PPMP)

END USER / UNIT: COCONUT GENOMICS PROGRAM

CODE	GENERAL DESCRIPTION	QUANTITY/SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
PMSC															
	Laptop with accessories	1 unit	40,000.00												
Project 1															
	Data Storage Server	1 unit	700,000.00												
	Thermal cyclers @ P400,000 each	2 units	800,000.00												
	Liquid Handling Robot for automated colony picking, library screening (eg. Qpik or Tecan) to be based in MIMBB	1 unit	4,500,000.00												
	PC units with large screen, printer and peripherals @ P75,000 each	4 units	300,000.00												
Project 2															
	Fluorometer system (Lab Starter Set)	1 set	428,000.00												
	Spectrophotometer system	1 unit	700,000.00												
	Thermal cycler with optimization block @ P450,000 each	2 units	900,000.00												
	Upright freezer	1 unit	420,000.00												
	Biorefrigerator	1 unit	337,000.00												
	Aircooling large centrifuge	1 unit	425,000.00												
	Aircooling microcentrifuge	1 unit	20,000.00												
	UV Transilluminator panel	1 unit	110,000.00												
	Single-channel Pipette @ P50,000 each set	2 sets	100,000.00												
	Multi channel Pipettors	1 unit	70,000.00												
	Digital Pipettors (Single channel)	1 unit	98,000.00												
	Heat block	1 unit	80,000.00												
	Cell disruptor	1 unit	54,000.00												
	Mixer system	1 unit	61,000.00												
	Agarose Gel Electrophoresis Apparatus @ 62,000 each	2 units	124,000.00												
	Desktop computer with accessories	1 set	75,000.00												
	Laptop computer	1 unit	50,000.00												
Project 3															
	Thermal cyclers @ P400,000 each	2 units	800,000.00												
	PC with large screen, printer and peripherals @ P75,000 each	4 units	300,000.00												
	Barcoding Equipment/Laboratory Labeling System	1 unit	150,000.00												
Project 4															
	A. Bioinformatics Equipment														
	Computer and accessories @ P75,000/set	3 sets	270,000.00										X		
	Physical Data Storage	1 unit	200,000.00										X		
	Power Back Up	1 unit	100,000.00										X		
	B. Laboratory Equipment														
	Bioanalyzer	1 unit	1,900,000.00									X			
	Quanti Fluorometer	1 unit	230,000.00									X			
	35 l Dewar flask container	1 unit	150,000.00					X							
	35 l Dewar flask container	2 sets	155,000.00									X			
	Micropipettor @ P70,000/set	1 unit	560,000.00										X		
	Ultra Low Temperature Freezer	1 unit	100,000.00										X		
	Dry Shipper	1 unit	100,000.00												
Project 5															
	A. Bioinformatics Equipment														
	Computer and accessories	1 set	75,000.00									X			
	Physical Data Storage/Power Back-up	1 unit	200,000.00									X			
	B. Laboratory Equipment														
	Fast PCR system	1 unit	1,200,000.00									X			
	Geno-Grinder	1 unit	1,400,000.00									X			
	Refrigerated centrifuge	1 unit	750,000.00									X			
	35 l Dewar flask container	1 unit	100,000.00									X			
	Micropipettor @ P70,000/set	2 sets	140,000.00									X			
	C. Retrofitting of B12 Screenhouse and Headhouse		2,500,000.00									X			

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of Signature

Project 6												
Ultralow Freezer (-80 °C)	1 unit	700,000.00										
Laboratory Refrigerator, 125L	1 unit	500,000.00										
Micropipettor @ P200,000 each	2 sets	400,000.00										
PCR Machine	1 unit	550,000.00										
Wide Mini Sub Cell GT @P88,900 each	2 units	197,800.00										
Triple Wide Mini Vertical Electrophoresis System @ P176,000 each	2 units	352,000.00										
Gel Documentation System	1 unit	600,000.00										
Desktop Computer	1 unit	75,000.00										
50 KVA Diesel Engine-Generator Set	1 unit	830,800.00										
Project 7												
PCR Machine	1 unit	550,000.00										
Vertical electrophoresis system	1 unit	415,000.00										
Lyophilizer	1 unit	600,000.00										
Tissue grinder (high-throughput)	1 unit	1,100,000.00										
Micropipettors	1 set	200,000.00										
Desktop computer	1 set	75,000.00										
Laboratory Freezer	1 unit	550,000.00										
High voltage UPS and AVR	1 unit	112,000.00										
Project 8												
Micropipettors	1 set	200,000.00				X						
Gradient Thermocycler	1 unit	450,000.00				X						
Triple Wide Mini Vertical Electrophoresis System	1 unit	176,000.00				X						
Bioconjugating facility	1 unit	200,000.00						X				
Split type aircon	1 unit	20,000.00						X				
High-voltage UPS	2 units	56,000.00						X				
5KVA Automatic Voltage Regulator	2 units	168,000.00						X				

15,050,000

Prepared by

cmf
 Clarissa M. Gonzales
 University Research Associate

Submitted by

R. P. Laude
 Rita P. Laude
 Agriculture Program Director, PGC

PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

FO - ADMIN

CODE	General Description	Quantity / Size	Estimated	SCHEDULE / MILESTONE OF ACTIVITIES												UNIT PRICE
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	Common Electrical Supplies															
	Battery AA	packet	60.00								3					20.00
	Battery AAA	packet	75.00								3					25.00
	Electrical Tape	roll	40.00									2				20.00
	Common Computer Supplies/ Consumables															
	CDs		500.00								20					25.00
	Desk Jet Printer	unit	10,000.00								2					5,000.00
	External Hard drive	unit	4,500.00	1												4,500.00
	Ink Cartridge Deskjet 2515	cart	3,500.00								10					350.00
	Ink Cartridges (diff colors)	cart	26,250.00	25				25					25			350.00
	Laserjet Printer	unit	37,000.00		1											37,000.00
	Photocopier (3-in-1)	unit	45,000.00	1												45,000.00
	Toner cartridge (photocopier)	cart	7,000.00				1				1					3,500.00
	USB Flash drive (32G)	piece	800.00								4					200.00
	Equipment Maintenance															
	Computer Maintenance	visit/checking	5,000.00										1			5,000.00
	Photocopier Machine maintenance	visit/checking	5,000.00										1			5,000.00
	Printer Maintenance	visit/checking	5,000.00										1			5,000.00
	Common Office Supplies and Office Devices															
	Ball pens (red)	piece	300.00						6							50.00
	Ball pens (black)	piece	300.00						6							50.00
	Ball pens (blue)	piece	500.00						10							50.00
	Calculator	unit	4,000.00								1					4,000.00
	colored paper	pack	300.00								10					30.00
	Correction Tape	piece	225.00						5			5			5	15.00
	Cutter	piece	60.00								2					30.00
	double clip 19 mm	box	150.00						5			5			5	10.00
	double clip 25mm	box	300.00						5			5			5	20.00
	double clip 32mm	box	375.00						5			5			5	25.00
	double clip 50mm	box	750.00						5			5			5	50.00
	fasteners	box	1,050.00						5			5			5	70.00
	fax film	roll	2,400.00								2					1,200.00
	File tab	set	100.00									10				10.00

PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

CODE	General Description	Quantity / Size	Estimated	SCHEDULE / MILESTONE OF ACTIVITIES												UNIT PRICE
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	Filing Cabinets (vertical)	unit	16,500.00	3												5,500.00
	Filing Cabinets (lateral) 3 drawers	unit	18,000.00	2												9,000.00
	Filing Cabinets (lateral) 2 drawers	unit	13,000.00	2												6,500.00
	Glue	jar	100.00												2	50.00
	Highlighters	piece	240.00								6					40.00
	IndexCard	pack	48.00								4					12.00
	Ink for stamp pads	piece	120.00								1					120.00
	masking tape	roll	90.00												2	45.00
	notepads 3x2	pad	140.00								4					35.00
	notepads 3x3	pad	160.00								4					40.00
	notepads 3x4	pad	220.00								4					55.00
	paper (Board)	pack	150.00									5				30.00
	Paper Clips (big)	box	120.00								4					30.00
	Paper Clips (medium)	box	80.00								4					20.00
	Paper clips (small)	box	60.00								4					15.00
	Paper Multicopy (laser) A4	ream	2,400.00						20							120.00
	Paper multicopy (laser) Legal	ream	1,350.00						10							135.00
	Pencils	box	50.00								2					25.00
	Permanent Markers	piece	100.00								2					50.00
	Puncher	unit	100.00						1							100.00
	Record Book	book	300.00												5	60.00
	rubber bands	box	100.00												1	100.00
	Scissors	pair	40.00						2							20.00
	scotch tape	roll	136.00								4				4	17.00
	Sharpener	unit	150.00												1	150.00
	Stamp pads	piece	30.00												1	30.00
	Staple wires	box	175.00						3						4	25.00
X	Stapler	piece	100.00						1							100.00
	Steno notebooks	book	40.00								4					10.00
	sticker paper	pack	270.00	3					3						3	30.00
	Laser Pointer (pen type)	unit	500.00								1					500.00
	Stationery / Mailing Supplies															
	Brown Envelope (long)	piece	1,200.00						50						50	12.00

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

END-USER/ UNIT: PGC ADMIN OFFICE

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PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

CODE	General Description	Quantity / Size	Estimated	SCHEDULE / MILESTONE OF ACTIVITIES												UNIT PRICE
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	medical scissor	pair	800.00								1					800.00
	Medicine (paracetamol, pain reliver, etc)	pack	2,500.00												1	2,500.00
	Rubbing Alcohol	bottles	80.00						2							40.00
	Seminar /Programs/Trainings/Activities															
	Ink Cartridge	cart	3,500.00				10									350.00
	Special Paper	pack	500.00				10									50.00
	Felt Folder (UP LOGO)	piece	15,000.00				50									300.00
	Ball Pens		300.00				20									15.00
	Program Book/ Program Invitation/ F&Q brochu	set	100,000.00				200									500.00
	Streamer	piece	9,000.00				6									1,500.00
	Vehicle Rentals	per day	42,000.00		2	2	6	1	1	1	1	2	2	2	1	2,000.00
	Venue Rentals	per day	150,000.00				4				1				1	25,000.00
	Facilities rental	per day	60,000.00				4				1				1	10,000.00
	Equipment rentals	per day	60,000.00				4				1				1	10,000.00
	OTHERS															
	Honorarium for Speakers/ Chairs		50,000.00				10									5,000.00
	Accommodation for Speakers / Chairs		15,000.00				10									1,500.00
	Meals for the EXECOM Meetings		30,000.00	1	1	1	1	1	1	1	1	1	1	1	1	2,500.00
	Meals for Journal Club Meetings		18,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1,500.00
	Catered Meals for Events and Activities		150,000.00				2								1	50,000.00
	Meals for Training/ Seminars		140,000.00									1	1	1	1	35,000.00
	Travel Allowance for Program Support		200,000.00			1	1	1	1	1	1	1	1	1	1	20,000.00
	TOTAL		1,282,909.00													

Prepared by:

Katherine F. Raymundo
Katherine F. Raymundo
Program Development Officer I

Submitted by:

Dr. Carmencita D. Padilla
Executive Director, PGC

Equipment

COCO PROJECTS

4/ RPL signature

PROJECT PROCUREMENT AND MANAGEMENT PLAN (PPMP)

END-USER / UNIT: COCONUT GENOMICS PROGRAM

CODE	GENERAL DESCRIPTION	QUANTITY/SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC
PMC															
	Laptop with accessories	1 unit	40,000.00												
Project 1															
	Data Storage Server	1 unit	700,000.00												
	Thermal cyclers @ P400,000 each	2 units	800,000.00												
	Liquid Handling Robot for automated colony picking, library screening (eg. Qpik or Tecan) to be based in NIMBB	1 unit	4,500,000.00												
	PC units with large screen, printer and peripherals @75,000 each	4 unit	300,000.00												
Project 2															
	Fluorometer system (Lab Starter Set)	1 set	428,000.00												
	Spectrophotometer system	1 unit	700,000.00												
	Thermal cycler with optimization block @ P450,000 each	2 units	900,000.00												
	Upright freezer	1 unit	420,000.00												
	Biorefrigerator	1 unit	337,000.00												
	Aircooling large centrifuge	1 unit	425,000.00												
	Aircooling microcentrifuge	1 unit	20,000.00												
	UV Transilluminator panel	1 unit	110,000.00												
	Single-channel Pipette @ P50,000 each set	2 sets	100,000.00												
	Multi-channel Pipettors	1 unit	70,000.00												
	Digital Pipettors (Single-channel)	1 unit	98,000.00												
	Heat block	1 unit	80,000.00												
	Cell disruptor	1 unit	54,000.00												
	Mixer system	1 unit	61,000.00												
	Agarose Gel Electrophoresis Apparatus @ 62,000 each	2 units	124,000.00												
	Desktop computer with accessories	1 set	75,000.00												
	Laptop computer	1 unit	50,000.00												
Project 3															
	Thermal cyclers @ P400,000 each	2 units	800,000.00												
	PC with large screen, printer and peripherals @ P75,000 each	4 units	300,000.00												
	Barcoding Equipment/Laboratory Labeling System	1 unit	150,000.00												
Project 4															
	A. Bioinformatics Equipment														
	Computer and accessories @ P75,000/set	3 sets	270,000.00											X	
	Physical Data Storage	1 unit	200,000.00											X	
	Power Back Up	1 unit	100,000.00											X	
	B. Laboratory Equipment														
	Bioanalyzer	1 unit	1,900,000.00									X			
	Qubit fluorometer	1 unit	230,000.00								X				
	35 li Dewar flask container	1 unit	150,000.00					X							
	Micropipettor @ P70,000/set	2 Sets	155,000.00								X				
	Ultra-Low Temperature Freezer	1 unit	560,000.00										X		
	Dry Shipper	1 unit	100,000.00										X		
Project 5															
	A. Bioinformatics Equipment														
	Computer and accessories	1 set	75,000.00									X			
	Physical Data Storage/Power Back-up	1 unit	200,000.00									X			
	B. Laboratory Equipment														
	Fast PCR system	1 unit	1,200,000.00									X			
	Geno-Grinder	1 unit	1,400,000.00									X			
	Refrigerated centrifuge	1 unit	750,000.00									X			
	35 li Dewar flask container	1 unit	100,000.00									X			
	Micropipettor @ P70,000/set	2 sets	140,000.00									X			
	C. Retrofitting of BL2 Screenhouse and Headhouse		2,500,000.00									X			

Project 6												
Ultralow Freezer (-80 °C)	1 unit	700,000.00									x	
Laboratory Refrigerator, 1251L	1 unit	500,000.00								x		
Micropipettor @ P200,000 each	2 sets	400,000.00								x		
PCR Machine	1 unit	550,000.00								x		
Wide Mini-Sub Cell GT @P98,900 each	2 units	197,800.00								x		
Triple Wide Mini-Vertical Electrophoresis System @ P176,000 each	2 units	352,000.00						x				
Gel Documentation System	1 unit	600,000.00								x		
Desktop Computer	1 unit	75,000.00								x		
50 KVA Diesel Engine-Generator Set	1 unit	830,800.00									x	
Project 7												
PCR Machine	1 unit	550,000.00							x			
Vertical electrophoresis system	1 unit	415,000.00									x	
Lyophilizer	1 unit	600,000.00									x	
Tissue grinder (high-throughput)	1 unit	1,300,000.00								x		
Micropipettors	1 set	200,000.00									x	
Desktop computer	1 set	75,000.00									x	
Laboratory Freezer	1 unit	550,000.00									x	
High voltage UPS and AVR	1 unit	112,000.00									x	
Project 8												
Micropipettors	1 set	200,000.00				X						
Gradient Thermalcycler	1 unit	450,000.00				X						
Triple Wide Mini-Vertical Electrophoresis System	1 unit	176,000.00				X						
Biocomputing facility	1 unit	200,000.00							X			
Split-type aircon	1 unit	20,000.00							X			
High-voltage UPS	2 units	56,000.00							X			
5KVA Automatic Voltage Regulator	2 units	168,000.00							X			

Grand Total : \$ 90,949,600.00 /
* Equipment

Prepared by:

cmg
Clarisse M. Gonzalvo
University Research Associate

Submitted by:

R. P. Laude
Rita P. Laude
Agriculture Program Director, PGC

PHILIPPINE GENOME CENTER
2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: **PGC ADMIN OFFICE**

For submission
to SPW
PGC-Admin
Ofc

CODE	General Description	Quantity / Size	Estimated	SCHEDULE / MILESTONE OF ACTIVITIES												UNIT PRICE
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	Common Electrical Supplies															
	Battery AA	packet	60.00								3					20.00
	Battery AAA	packet	75.00								3					25.00
	Electrical Tape	roll	40.00									2				20.00
	Common Computer Supplies/ Consumables															
	CDs		500.00								20					25.00
	Desk Jet Printer	unit	10,000.00								2					5,000.00
	External Hard drive	unit	4,500.00	1												4,500.00
	Ink Cartridge Deskjet 2515	cart	3,500.00								10					350.00
	Ink Cartridges (diff colors)	cart	26,250.00	25				25					25			350.00
	Laserjet Printer	unit	37,000.00		1											37,000.00
	Photocopier (3-in-1)	unit	45,000.00	1												45,000.00
	Toner cartridge (photocopier)	cart	7,000.00				1				1					3,500.00
	USB Flash drive (32G)	piece	3,200.00								4					800.00
	Equipment Maintenance															
	Computer Maintenance	visit/checking	5,000.00										1			5,000.00
	Photocopier Machine maintenance	visit/checking	5,000.00										1			5,000.00
	Printer Maintenance	visit/checking	5,000.00										1			5,000.00
	Common Office Supplies and Office Devices															
	Ball pens (red)	piece	300.00						6							50.00
	Ball pens (black)	piece	300.00						6							50.00
	Ball pens (blue)	piece	500.00						10							50.00
	Calculator	unit	4,000.00								1					4,000.00
	colored paper	pack	300.00								10					30.00
	Correction Tape	piece	225.00						5			5			5	15.00
	Cutter	piece	60.00								2					30.00
	double clip 19 mm	box	150.00						5			5			5	10.00
	double clip 25mm	box	300.00						5			5			5	20.00
	double clip 32mm	box	375.00						5			5			5	25.00
	double clip 50mm	box	750.00						5			5			5	50.00
	fasteners	box	1,050.00						5			5			5	70.00
	fax film	roll	2,400.00								2					1,200.00
	File tab	set	100.00									10				10.00

PHILIPPINE GENOME CENTER

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/ UNIT: PGC ADMIN OFFICE

CODE	General Description	Quantity / Size	Estimated	SCHEDULE / MILESTONE OF ACTIVITIES												UNIT PRICE
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
	Filing Cabinets (vertical)	unit	16,500.00	3												5,500.00
	Filing Cabinets (lateral) 3 drawers	unit	18,000.00	2												9,000.00
	Filing Cabinets (lateral) 2 drawers	unit	13,000.00	2												6,500.00
	Glue	jar	100.00												2	50.00
	Highlighters	piece	240.00								6					40.00
	IndexCard	pack	48.00								4					12.00
	Ink for stamp pads	piece	120.00								1					120.00
	masking tape	roll	90.00												2	45.00
	notepads 3x2	pad	140.00								4					35.00
	notepads 3x3	pad	160.00								4					40.00
	notepads 3x4	pad	220.00								4					55.00
	paper (Board)	pack	150.00									5				30.00
	Paper Clips (big)	box	120.00								4					30.00
	Paper Clips (medium)	box	80.00								4					20.00
	Paper clips (small)	box	60.00								4					15.00
	Paper Multicopy (laser) A4	ream	2,400.00						20							120.00
	Paper multicopy (laser) Legal	ream	1,350.00						10							135.00
	Pencils	box	50.00								2					25.00
	Permanent Markers	piece	100.00								2					50.00
	Puncher	unit	100.00						1							100.00
	Record Book	book	300.00												5	60.00
	rubber bands	box	100.00												1	100.00
	Scissors	pair	40.00						2							20.00
	scotch tape	roll	136.00								4				4	17.00
	Sharpener	unit	150.00												1	150.00
	Stamp pads	piece	30.00												1	30.00
	Staple wires	box	175.00						3						4	25.00
	Stapler	piece	100.00						1							100.00
	Steno notebooks	book	40.00								4					10.00
	sticker paper	pack	270.00	3					3						3	30.00
	Laser Pointer (pen type)	unit	500.00								1					500.00
	Stationery / Mailing Supplies															
	Brown Envelope (long)	piece	1,200.00						50						50	12.00

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

END-USER/ UNIT: PGC ADMIN OFFICE

[illegible]

2/F NIMBB Building, National Science Complex, University of the Philippines, Diliman Quezon City

END-USER/ UNIT: PGC ADMIN OFFICE

653,000

Program Development Officer I

Executive Director, PGC

Transpo. 261,000 ✓

Institute of Human Genetics/National Institutes of Health/Philippine Genome Center
625 Pedro Gil St. Ermita Manila.

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Evaluation of Candidate Genomic Variations as Pharmacogenetic Markers for Commonly Used Oral Hypoglycemic Agents among Filipinos

Code	General Description	Quantity	Unit	Estimated Budget	Total Amount	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
						January	February	March	April	May	June	July	August	September	October	November	December
	Supplies and MaterialsOffice Supplies																
	paper, multicopy (A4, 80gsm)	10	ream	200.00	2,000.00								2	2	2	2	2
	paper, specialty (short, green, 160gsm)	12	sheet (10's)	35.00	420.00						2		2	2	2	2	2
	folder (short)	250	piece	5.00	1,250.00					50	50		50	50	50	30	30
	envelope, brown (short)	5	piece (25's)	60.00	300.00								1	1	1	1	1
	envelope, brown (long)	5	piece (25's)	70.00	350.00								1	1	1	1	1
	envelope, expandable, plastic	5	piece	40.00	200.00								5				
	book, logbook (500pgs)	5	piece	200.00	1,000.00								1	1	1	1	1
	clear book (long)	2	piece	65.00	130.00								2				
	clear book (A4)	2	piece	55.00	110.00								2				
	clear book, refill (long)	2	piece (10's)	35.00	70.00								2				
	clip board	6	piece	40.00	240.00					2			2	2			
	clear book, refill (A4)	3	piece (10's)	30.00	90.00					1			2				
	ballpen, black	26	piece	15.00	390.00					6				10			10
	pencil, mongol (12's)	2	box	70.00	140.00									1			1
	signpen, black	1	piece	70.00	70.00								1				
	marker, permanent, black	10	piece	35.00	350.00								2	2	2	2	2
	marker, whiteboard, black	10	piece	45.00	450.00								2	2	2	2	2
	eraser, pencil	20	piece	10.00	200.00					6				5		5	4
	correction tape	10	piece	30.00	300.00								5				5
	sharpener, desk, pencil	2	piece	250.00	500.00								1				1
	scissors	3	piece	50.00	150.00					1	1				1		
	cutter	2	piece	25.00	50.00												
	cutter (blade)	1	piece	15.00	15.00												
	ruler	2	piece	20.00	40.00					1				1			
	rubberband (small)	5	box	25.00	125.00						1		1	1	1	1	
	stapler (heavy duty)	2	piece	150.00	300.00								2				
	stapler (small)	6	piece	40.00	240.00					6							
	staple wire (no.35)	2	box	35.00	70.00									1		1	
	staple wire (no.10)	10	box	15.00	150.00					1			1	2	2	2	2
	clip, paper (big)	10	box	20.00	200.00								2	2	2	2	2
	clip, paper (small)	10	box	15.00	150.00						3		2	2	2		1
	clip, backfold (1")	7	box	20.00	140.00					2			1	1	1	1	1
	clip, backfold (2")	5	box	40.00	200.00								1	1	1	1	1
	puncher	0	piece	300.00	-												
	fastener, plastic	5	box	40.00	200.00								1	1	1	1	1
	glue, all purpose	5	piece	30.00	150.00					1			1	1		1	1
	tape, double adhesive	2	roll	50.00	100.00								1	1			
	tape, packaging (2")	2	roll	40.00	80.00								1			1	
	tape, transparent (1")	5	roll	14.00	70.00								1	1	1	1	1
	tape measure	6	piece	15.00	90.00					4			1	1			
	tape, transparent (2")	5	roll	24.00	120.00					2			1		1		1
	toner, Samsung	1	piece	5,000.00	5,000.00									1			
	calculator	0	piece	270.00	-												
	alcohol, 70% 500 ml	10	bottle	65.00	650.00						1		1	2	2	2	2
	tissue paper roll	6	roll (12's)	85.00	510.00						1		1	1	1	1	1
	trashbag, plastic, black	5	pack	60.00	300.00								1	1	1	1	1
	spare blade	2	piece	30.00	60.00						2						
	notepad tab	2	piece	30.00	60.00						2						
	time card	200	piece	2.00	400.00						100						100
	Traveling Expenses																
	traveling allowance for patients	165	patient	200.00	33,000.00								33	33	33	33	33
	Representation Expenses																
	food allowance for patients	165	patient	300.00	49,500.00								33	33	33	33	33
	Communication Expenses																
	call cards	51	card	500.00	25,500.00					6	4	2	8	8	8	8	7

Institute of Human Genetics/National Institutes of Health/Philippine Genome Center
625 Pedro Gil St. Ermita Manila

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Evaluation of Candidate Genomic Variations as Pharmacogenetic Markers for Commonly Used Oral Hypoglycemic Agents among Filipinos

Code	General Description	Quantity	Unit	Estimated Budget	Total Amount	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
						January	February	March	April	May	June	July	August	September	October	November	December
	Printing and Binding Expenses																
	photocopy	5	set	7,500.00	37,500.00								1	1	1	1	1
	Trainings and Human Resource Development																
	GCP training	1	person	6,500.00	6,500.00								1				
	Phlebotomy training	1	person	5,000.00	5,000.00									1			
	Equipment																
	Desktop installed with analytical software for microarray data analysis and manuscript preparation (e.g. Partek, Agilent, Genomics, etc.)	1	lot	870,000.00	870,000.00										1		

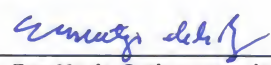
NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:



Maria Jaymie Jarin
Research Assistant



Dr. Eva Maria Cutiongco - de la Paz
Project Leader

Goods :

Transpo : 11,500.00 ✓

Workshop :

Equipment : 870,000.00 ✓

Printing : 37,500.00 ✓

Institute of Human Genetics/National Institutes of Health/Philippine Genome Center
625 Pedro Gil St., Ermita, Manila.

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT : Transcriptional Profiling and Pathway Analyses for Complication of Type-2 Diabetes Mellitus

Code	General Description	Quantity	Unit	Estimated Budget Unit Price	Total Amount	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
						January	February	March	April	May	June	July	August	September	October	November	December
	Office Supplies				40,290.00												
	paper, multicopy (A4, 80gsm)	20	ream	200.00	4,000.00								4	4	4	4	4
	paper, specialty (short, green, 160gsm)	20	sheet (10's)	35.00	700.00								4	4	4	4	4
	folder (short)	300	piece	5.00	1,500.00								60	60	60	60	60
	envelope, brown (short)	10	piece (25's)	60.00	600.00								2	2	2	2	2
	envelope, brown (long)	10	piece (25's)	70.00	700.00								2	2	2	2	2
	envelope, expandable, plastic	10	piece	40.00	400.00								5		5		
	book, logbook (500pgs)	2	piece	200.00	400.00								2				
	book, logbook (150pgs)	4	piece	150.00	600.00								4				
	clear book (long)	4	piece	65.00	260.00								2		2		
	clear book (A4)	4	piece	55.00	220.00								2		2		
	clear book, refill (long)	4	piece (10's)	35.00	140.00								2		2		
	clear book, refill (A4)	4	piece (10's)	30.00	120.00								2		2		
	in and out tray (3 layers)	3	piece	300.00	900.00								3				
	data file box with closed end (long)	30	piece	115.00	3,450.00								6	6	6	6	6
	data file box with closed end (short)	20	piece	100.00	2,000.00								4	4	4	4	4
	ballpen, black	60	piece	15.00	900.00								12	12	12	12	12
	pencil, mongol (12's)	10	box	70.00	700.00								2	2	2	2	2
	signpen, black	10	piece	70.00	700.00								4	4	4	4	4
	marker, permanent, black	20	piece	35.00	700.00								4	4	4	4	4
	marker, whiteboard, black	20	piece	45.00	900.00								4	4	4	4	4
	eraser, pencil	20	piece	10.00	200.00								4	4	4	4	4
	correction tape	20	piece	30.00	600.00								4	4	4	4	4
	sharpener, desk, pencil	2	piece	250.00	500.00								2				
	scissors	4	piece	50.00	200.00								3				
	cutter	3	piece	25.00	75.00								3				
	cutter (blade)	2	piece	15.00	30.00								2				
	rubberband (small)	10	box	25.00	250.00								2	2	2	2	2
	stapler (heavy duty)	2	piece	150.00	300.00								2				
	stapler (small)	5	piece	40.00	200.00								5				
	staple wire (no.35)	5	box	35.00	175.00								1	1	1	1	1
	staple wire (no.10)	5	box	15.00	300.00								4	4	4	4	4
	clip, paper (big)	20	box	20.00	400.00								4	4	4	4	4
	clip, paper (small)	30	box	15.00	450.00								6	6	6	6	6
	clip, backfold (1")	20	box	20.00	400.00								4	4	4	4	4
	clip, backfold (2")	10	box	40.00	400.00								2	2	2	2	2
	puncher	2	piece	300.00	600.00								2				
	fastener, plastic	10	box	40.00	400.00								2	2	2	2	2
	glue, all purpose	10	piece	30.00	300.00								1	1	1	1	1
	tape, double adhesive	5	roll	50.00	250.00								1	1	1	1	1
	tape, packaging (2")	5	roll	40.00	200.00								1	1	1	1	1
	tape, transparent (1")	10	roll	14.00	140.00								2	2	2	2	2
	tape, transparent (2")	10	roll	24.00	240.00								2	2	2	2	2
	toner, Samsung	2	piece	5,000.00	10,000.00								1	1			
	calculator	2	piece	270.00	540.00								2				
	liquid soap	5	bottle	100.00	500.00								1	1	1	1	1
	alcohol, 70% 500 ml	20	bottle	65.00	1,300.00								4	4	4	4	4
	tissue paper roll	10	roll (12's)	85.00	850.00								2	2	2	2	2
	trashbag, plastic, black	10	pack	60.00	600.00								2	2	2	2	2
	Traveling Expenses				17,000.00												
	traveling allowance for patients	85	patient	200.00	17,000.00								17	17	17	17	17
	Representation Expenses				25,500.00												
	food allowance for patients	85	patient	300.00	25,500.00								17	17	17	17	17
	Communication Expenses				12,000.00												
	call cards	24	card	500.00	12,000.00								2	5	5	4	4

HEALTH - CVD
① Pharmacogenetics

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Pharmacogenetics Studies on Some Commonly Used Drugs for Hypertension, Dyslipidemia, and Coronary Artery Disease among Filipinos

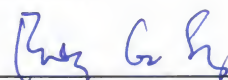
Code	General Description	Quantity	Unit	Estimated Budget Unit Price	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
					January	February	March	April	May	June	July	August	September	October	November	December
	Office Supplies															
	lateral Steel filing cabinet, 4 drawers	3	Pieces	48000		3										
	Laboratory Supplies															
	VerifyNow P2Y12 (Clopidogrel) Ass	5	box of 10	PHP 247,500.00						1		0	2	0	2	0
	VerifyNow Aspirin Assay	1	box of 25	Php30,000.00	1											
	VerifyNow Aspirin Assay	7	box of 10	PHP 72,000.00			3			1		0	3	0	0	0
	Stadiometer	1	piece	PHP 15,000.00								0	1	0	0	0
	Stethoscope	6	unit	PHP 30,000.00								0	6	0	0	0
	BP Apparatus	6	unit	PHP 16,000.00								0	6	0	0	0
	Weighing Scale	2	unit	PHP 2,500.00				2				0	2	0	0	0
	Red tubes	4	packs of 50	PHP 1,500.00								0	4	0	0	0
	Captopril, 25 mg/tab	1	box of 100	PHP 4,000.00								1	0	0	0	0
	Isosorbide Dinitrate, 5 mg/tab	1	box of 100	PHP 4,000.00								1	0	0	0	0
	Traveling Expenses															
	traveling allowance for patients	694	patient	PHP 279,200.00		3	1	4	9	30	22	125	125	125	125	125
	Representation Expenses															
	food allowance for patients	694	patient	PHP 418,800.00		3	1	4	9	30	22	125	125	125	125	125
	food for meeting	11	meeting	PHP 24,000.00	1	1	1	1	1	1	1	1	1	1	1	0
	Communication Expenses															
	call cards	19	pieces	PHP 9,500.00	4							3	3	3	3	3
	Trainings															
	GCP Training	3	person	PHP 10,500.00								3	0	0	0	0
	Phlebotomy training	2	person	PHP 10,000.00								1	1	0	0	0
	Equipment Outlay															

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


Jonathan Terante
Research Assistant

Submitted By:


Dr. Rody Sy
Project Leader

Goods: 597,000 -
Workshop: 442,000 -
Transport: 200,200 -

Prevalence
Health - CVD

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: The Prevalence of Genetic Polymorphisms Associated with the Risk for the Development of Hypertension, Dyslipidemia, And Coronary Artery Disease among Filipinos

Code	General Description	Quantity	Unit	Estimated Budget Unit Price	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
					January	February	March	April	May	June	July	August	September	October	November	December
	Office Supplies															
	Adhesive Notepad	17	Packs (Whole)	PHP 800.00		2	4			1		2	2	2	2	2
	Adhesive Notepad	6	packs (Inch size)	PHP 500.00						1		1	1	1	1	1
	Tape Flag	10	packs	PHP 600.00	2		2			1		1	1	1	1	1
	White Folder	788	pieces	PHP 5,625.00	12	10				141		125	125	125	125	125
	Bond Paper	6	reams (A4)	PHP 2,400.00						1		1	1	1	1	1
	Record book	5	pieces (medium)	PHP 400.00	3							0	1	0	1	0
	Envelope	2	box (long white)	PHP 500.00	1							1	0	0	0	0
	Plastic Envelope	12	pieces (long clear ex	PHP 400.00	1		5					6	0	0	0	0
	Time Card	3	packs	PHP 500.00			1					2	0	0	0	0
	Stapler	2	pieces	PHP 70.00						1		1	0	0	0	0
	Stapler	1	pc (big)	PHP 150.00								1	0	0	0	0
	Staple wire	7	box No.10	PHP 300.00		2						1	1	1	1	1
	Staple wire	5	box No. 35	PHP 500.00								1	1	1	1	1
	Fastener	6	packs	PHP 500.00						1		1	1	1	1	1
	Clip paper	7	boxes, jumbo	PHP 450.00			1			1		1	1	1	1	1
	Glue	3	pieces (130 grams)	PHP 250.00	2							0	1	0	0	0
	Scotch tape	6	pieces (medium)	PHP 500.00			1					1	1	1	1	1
	Trash bag (Black)	3	packs (Large)	PHP 700.00						1		0	1	0	1	0
	Trash bag (Yellow)	5	packs (Large)	PHP 1,000.00								1	1	1	1	1
	Dishwashing Liquid	2	bottles (500ml)	PHP 400.00								0	1	0	1	0
	Interfolded Paper Towels, 1 ply	5	packs (175 pulls)	PHP 500.00								1	1	1	1	1
	70% ethyl alcohol	2	bottles (500ml)	PHP 400.00								0	1	0	1	0
	Pencil	11	boxes	PHP 825.00	2	2	1			1		1	1	1	1	1
	Rubber eraser	31	pieces	PHP 400.00		1						6	6	6	6	6
	White board marker	5	pieces	PHP 500.00						1		2	0	0	2	0
	Sign pen	11	box	PHP 500.00			8			2		1	0	0	0	0
	Ballpen	14	box (Black)	PHP 700.00		3				6		1	1	1	1	1
	Ballpen	19	pieces (Blue)	PHP 400.00			9					2	2	2	2	2
	Highlighter (Yellow)	4	pieces	PHP 250.00	2							0	1	0	1	0
	Highlighter (Orange)	2	pieces	PHP 250.00								0	1	0	1	0
	Marker, pointed, felt-tipped	10	pieces	PHP 700.00								2	2	2	2	2
	Printer Ink Cartridge	2	packs (black)	PHP 1,800.00								0	1	0	1	0
	Stamp Ink (digital stamp pad)	1	bottles	PHP 700.00								0	0	1	0	0
	Printer Ink Cartridge, for HP Deskjet 2515	5	packs (black)	PHP 4,700.00								1	1	1	1	1
	USB Flash Drive, 16 gb	6	pieces	PHP 3,000.00								6	0	0	0	0
	External Hard Drive, 500 gb	1	piece	PHP 3,000.00								0	1	0	0	0
	Electric Fan/Cooler	3	units	PHP 14,000.00								0	0	3	0	0
	Portable Wand Scanner	3	units	PHP 5,000.00								0	3	0	0	0
	Calendar	1	Piece	PHP 200.00	1											
	Rubber Band	1	pack	PHP 50.00	1											
	Calculator	1	piece	PHP 200.00	1											
	Card Holder	2	piece	PHP 200.00	1		1									
	Sticker Paper	1	piece	PHP 150.00	1											
	Sharpener (Small)	1	piece	PHP 20.00		1										
	Sharpener (Big)	1	piece	PHP 20.00						1						
	Scissors	2	piece	PHP 20.00		2										
	Whiteboard	1	piece	PHP 300.00			1									

Institute of Human Genetics/National Institutes of Health/Philippine Genome Center
625 Pedro Gil St., Ermita Manila.

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Transcriptional Profiling and Pathway Analyses for Complication of Type-2 Diabetes Mellitus

Code	General Description	Quantity	Unit	Estimated Budget Unit Price	Total Amount	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
						January	February	March	April	May	June	July	August	September	October	November	December
	Training				11,500.00												
	Phlebotomy training	1	person	5,000.00	5,000.00										1		
	GCP training	1	person	6,500.00	6,500.00								1				
	Laboratory Supplies				373,500.00												
	cDNA Synthesis Kit	11	kits	8500	93,500.00												
	Rt PCR Kit	4	kits	40000	160,000.00												
	RT PCR Primers	60	sets	2000	120,000.00												
	Equipment				3,850,000.00												
	Agilent Tapestation	1	lot	3,780,000.00	3,780,000.00												1
	Steel cabinet with racks	6	piece	70,000.00	70,000.00												3
	Grand Total:				4,329,790.00												

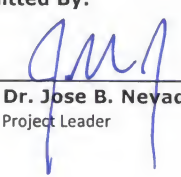
NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Submitted By:



Maria Jaymie Jarin
Research Assistant



Dr. Jose B. Nevado Jr.
Project Leader

Transport: 11,500 -

Goods: 373,500 ✓

Equip: 3,850,000 ✓

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: The Prevalence of Genetic Polymorphisms Associated with the Risk for the Development of Hypertension, Dyslipidemia, And Coronary Artery Disease among Filipinos

Code	General Description	Quantity	Unit	Estimated Budget Unit Price	SCHEDULE/MILESTONE OF ACTIVITIES (2014)											
					January	February	March	April	May	June	July	August	September	October	November	December
	Magnet button	2	pack	PHP 50.00			2									
	Desk tray	2	box	PHP 400.00			2									
	Notebook	2	piece	PHP 50.00			1			1						
	Cable ties	1	Piece	PHP 100.00			1									
	Glue stick	2	Piece	PHP 50.00			2									
	Illustration board	1	Piece	PHP 150.00			1									
	Tape dispenser	1	Piece	PHP 200.00			1									
	Laminating sheet	1	Piece	PHP 200.00			1									
	Medicine box	1	Piece	PHP 300.00				1								
	Board Biotop	1	Piece	PHP 300.00						1						
	Puncher	1	Piece	PHP 100.00						1						
	Door chime, wireless	1	Piece	Php530.00						1						
	Traveling Expenses															
	traveling allowance for patients	434	patients	PHP 69,400.00	89	2	43	49	66	18	17	30	30	30	30	30
	Representation Expenses															
	food allowance for patients	434	patients	PHP 104,100.00	89	2	43	49	66	18	17	30	30	30	30	30
	food for meeting	5	meetings	PHP 24,000.00								1	1	1	1	1
	Communication Expenses															
	call cards	66	Piece	PHP 40,000.00		8		7	4	6	6	7	7	7	7	7
	Sim cards	5	piece	Php1,000.00								2	3			
	Trainings															
	GCP Training	2	person	PHP 7,000.00								2	0	0	0	0
	Equipments															
	Laptop	2	lot	PHP 120,000.00								0	2	0	0	0
	Portable Centrifuge	1	lot	PHP 200,000.00								0	1	0	0	0

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


Jonathan Terante
Research Assistant

Submitted By:


Dr. Eva Maria Cutiongco - de la Paz
Project Leader

Goods: 43,430 -

Equipment: 320,000 -

Workshop: 241,000.00 -

Transportation: 76,400 -

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Diliman, Quezon City

RECEIVED

By: [Signature]

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)2014

OFFICE OF THE VICE PRESIDENT FOR DEVELOPMENT

[illegible]

University of the Philippines, Diliman, Quezon City

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University of the Philippines, Diliman, Quezon City

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University of the Philippines, Diliman, Quezon City

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University of the Philippines, Diliman, Quezon City

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	<ul style="list-style-type: none"> ► A3 size ring binder -Maximum thickness of binding: 50mm -Maximum thickness of Punching: 25 pages -Hole distance: 14.3mm, 24 holes; 24 pcs movable knife 														
10.0	1 Lot Computer		809,880.00												
10.1	COMPUTER DESKTOP SERVER	1 unit													
	<ul style="list-style-type: none"> ► Specifications: ~Processor: Intel i7 & 4th Generation Intel Core i7 - 4770K / 4 Cores/ 8 Threads 2.5 Ghz LGA 1150 ~ Motherboard : ASUS Sabertooth 787 / Intel reg. 787 ~ Memory : GSKILL RIPJAWSSX 8GBXZ 1600mhz ~ Operating System : Genuine Microsoft Windows 7 Professional 64 bit ~ Internal HDD : Seagate 4TB 5900 RPM 3.5 " SATA (ST4000 DM000) SATA GGb/s ~ Graphic Cards : Powercolor HD6990 4Gb GDDR5 256 H175Ax6 990 4GbD5-M4D ~ Chassis : Corsair Obsidian 550D 														
	<ul style="list-style-type: none"> Mid-Tower ~ CPU Cooler: Cooler Master Hyper 212 Evo ~ Power Supply: Seasonic X-1250 Gold Full Modular Power Supply (1250W) 														

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	~ Automatic document feeder scan speed: Up to 50 ppm/100 ipm (b&w, color, grayscale, 200 dpi) Scanning options (ADF) Scan size (ADF), maximum Single-pass duplex 216 x 864 mm														
10.4	ROUTER	1 unit													
	► Specifications: ~ Dual Band Wireless-N900 Gigabit Router ~ Standards: IEEE 802.11a, IEEE 802.11b, IEEE 802.11g, IEEE 802.11n, IPv4, IPv6 ~DataRate:802.11a6,9,12,18,24,36, 48,54Mbps 802.11b : 1, 2, 5.5, 11Mbps 802.11g : 6,9,12,18,24,36, 48,,54Mbps 802.11n : up to 450Mbps														
	~ Antenna: Detachable antenna x 3														
	~ Operating Frequency:														
	2.4G~2.4835GHz /5.1~5.8GHz Operating Frequency: 2.4G~2.4835GHz/5.1~5.8GHz ~ Encryption: 64-bit WEP, 128-bit WEP, WPA2-PSK, WPA-PSK, WPA-Enterprise, WPA2-Enterprise, WPS support														
	~ Firewall & Access Control: Firewall: SPI intrusion detection,DoS protection Access control: Parental control, Network service filter, URL filter, Port filter														

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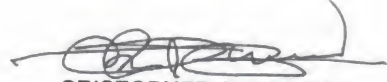
11.0	Heavy Duty Industrial Stapler	1 unit	5,000.00									1			
	► Specification: ~ 7-70mm Adjustable stapling margin ~ Capacity up to 210 sheets of 80 gsm papers														
12.0	A4 Ring Bind Machine	1 unit	16,000.00												
	► Specification: ~Heavy duty binding machine ~binding cap. 450 sheet (A4 80g) 21 holes adjustable punch hole (40.5x29x16.5cm)														
10		TOTAL	1,161,399.37												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

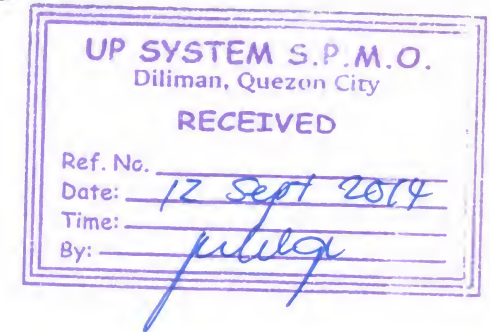

SAMUEL B. REVILLA
Admin Support Staff - ODPI

Submitted By:


CRISTOPHER S.P. ESPINA
AVP for Dev't. / ODPI – Director

Date: September 12, 2014

ANNUAL PROCUREMENT PLAN FOR 2014 For Common-Use Supplies and Equipment



INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
 - b. Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - c. Surigao Del Norte - Surigao Del Norte
 - d. Camiguin - Camiguin
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: Office of Design and Planning Initiatives
Region: NCR
Address: Research Room, College of Architecture Bldg. II E. delos Santos St.
UP Diliman, Quezon City

Contact Person: Samuel B. Revilla
Position: Administrative Support Staff ODPI
E-mail : up.odpi@gmail.com
Telephone/Mobile Nos: 981-8500 local 3191

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (01.1.2014)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece														0	67.27	-
2. BALLAST, 36 watts	piece														0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet														0	36.40	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	280.54	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	368.94	-	
8. FLUORESCENT LAMP, tubular, 18 watts	piece													0	32.14	-	
9. FLUORESCENT LAMP, tubular, 36 watts	piece													0	33.85	-	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	103.79	-	
11. FUSE, 30 amperes	piece													0	10.35	-	
12. FUSE, 60 amperes	piece													0	25.48	-	
13. STARTER, 4-40 watts	piece													0	3.73	-	
14. TAPE, electrical	roll													0	18.20	-	
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-	
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-	
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	951.08	-	
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-	
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-	
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	338.00	-	
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-	
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	50.84	-	
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-	
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece										30			30	12.00	360.00	
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece													0	16.62	-	
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece										30			30	21.00	630.00	
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece													0	19.96	-	
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece													0	292.08	-	
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece													0	468.00	-	
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-	
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-	
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-	
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-	
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-	
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-	
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-	
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-	
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-	
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-	
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	615.06	-	
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	708.90	-	
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-	
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-	
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-	
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-	
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	256.02	-	
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-	
36. INK CARTRIDGE, Epson TO17	cart													0		-	
37. INK CARTRIDGE, Epson TO18	cart													0	1,173.00	-	
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	984.30	-	
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	482.46	-	
40. INK CARTRIDGE, Epson TO38	cart													0	755.82	-	
41. INK CARTRIDGE, Epson TO39	cart													0	197.60	-	
42. MOUSE, optical, USB conection type	piece													0	3,063.06	-	
43. TONER CARTRIDGE,HP C3906A	cart													0	3,588.00	-	
44. TONER CARTRIDGE,HP C3903A	cart													0	2,657.10	-	
45. TONER CARTRIDGE,HP C4092A	cart													0	4,112.64	-	
46. TONER CARTRIDGE,HP C4096A	cart													0	2,523.48	-	
47. TONER CARTRIDGE,HP C7115A	cart													0	4,498.20	-	
48. TONER CARTRIDGE,HP 92298A	cart													0	5,451.90	-	
49. TONER CARTRIDGE,HP C4127X	cart													0	4,026.96	-	
50 TONER CARTRIDGE, HP Q2613X	cart													0	2,866.20	-	
51. TONER CARTRIDGE,HP Q2612A	cart													0	6,105.72	-	
52. TONER CARTRIDGE,HP Q5942A	cart													0	5,077.56	-	
53. TONER CARTRIDGE, HP Q6511A	cart													0	6,436.20	-	
54. TONER CARTRIDGE, HP C9720A	cart													0	8,710.80	-	
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-	
56. TONER CARTRIDGE, HP C9722A	cart													0	8,881.60	-	
57. TONER CARTRIDGE, HP C9723A	cart													0	6,489.60	-	
58. TONER CARTRIDGE, HP Q1338A	cart													0	4,882.18	-	
59. TONER CARTRIDGE, HP Q2610A	cart													0	3,468.00	-	
60. TONER CARTRIDGE, HP Q3960A	cart													0	4,187.10	-	
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-	
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-	
63. TONER CARTRIDGE, HP Q3963A	cart													0	2,928.42	-	
64. TONER CARTRIDGE, HP Q5949A	cart													0	3,301.74	-	
65. TONER CARTRIDGE, HP Q7553A	cart													0	4,621.62	-	
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0		-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-	
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-	
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-	
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-	
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-	
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-	
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-	
74. RIBBON, Epson RN 8755	cart													0	84.76	-	
75. RIBBON, Epson RN 8750	cart													0	76.75	-	
76. RIBBON, Epson RN 7754	cart													0	127.50	-	
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-	
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-	
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-	
2. AIR FRESHENER, 280mL/can	can											5		5	150.00	750.00	
3. ALCOHOL, 70%, ethyl	bottle											10		10	100.00	1,000.00	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-	
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-	
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-	
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-	
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-	
11. CLIP, bulldog (3")	piece													0	8.42	-	
12. CLIP, backfold, 25mm, 12s/box	box											15		15	17.00	255.00	
13. CLIP, backfold, 50mm, 12s/box	box													0	43.68	-	
14 CLIP, backfold, 19mm, 12s/box	box											15		15	15.00	225.00	
15. CLIP, backfold, 32mm, 12s/box	box											10		10	22.00	220.00	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-	
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-	
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-	
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-	
21. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-	
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	70.00	-	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-	
24. ENVELOPE, documentary (10"x15"), 500s/box	box													0	560.56	-	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box													0	675.86	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-	
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-	
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-	
30. ENVELOPE, documentary, A4, 500s/box	box										1			1	526.24	526.24	
31. ERASER, blackboard/whiteboard	piece													0	11.44	-	
32. ERASER, rubber	piece										10			10	6.00	60.00	
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-	
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-	
35. FOLDER, tagboard, legal size, 100s/box	pack													0	413.92	-	
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-	
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack										3			3	350.00	1,050.00	
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle										3			3	370.00	1,110.00	
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-	
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	228.80	-	
41. GLUE, all purpose, 300 grams min.	jar													0	37.43	-	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-	
43. INDEX CARD,3"x 5",ruled both sides, 500s/pack	pack													0	44.45	-	
44. INDEX CARD, 5" x 8",ruled both side, 500s/pack	pack													0	99.84	-	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-	
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-	
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-	
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-	
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece										30			30	70.00	2,100.00	
52. MAP PIN, round head, 100s/box	box													0	36.40	-	
53. MARKER, fluorescent, 3 colors/set	set										6			6	41.60	249.60	
54. MARKING PEN, whiteboard, black	piece										24			24	20.00	480.00	
55. MARKING PEN, whiteboard, blue	piece										24			24	20.00	480.00	
56. MARKING PEN, whiteboard, red	piece										24			24	20.00	480.00	
57. MARKER, permanent, black	piece										24			24	25.00	600.00	
58. MARKER, permanent, blue	piece										24			24	25.00	600.00	
59. MARKER, permanent, red	piece										24			24	25.00	600.00	
60. MARKING PEN, for transparency	set													0	84.24	-	
61. NOTE BOOK, stenographer's, 40 leaves	piece										40			40	15.00	600.00	
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad										20			20	40.00	800.00	
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-	
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad														0	31.20	-
66. OIL, for general purpose, 120 mL	bottle														0	30.99	-
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream														0	104.80	-
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream														0	56.06	-
70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream														0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 80gsm	ream											40			40	160.00	6,400.00
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream														0	194.66	-
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad														0	20.57	-
74. PAPER, thermal,210mmx30M, 1/2" core	roll														0	36.40	-
75. PAPER, thermal, 216mmx30M, 1/2" core	roll														0	37.44	-
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream														0	139.32	-
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream														0	161.20	-
78.PAPER FASTENER, for paper, metal, 50 sets/box	box												4		4	90.00	360.00
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box													4	4	25.00	100.00
80. PAPER CLIP, gem type, 32mm, 100s/box	box													3	3	15.00	45.00
81. PENCIL, lead, w/eraser, one(1) dozen per box	box													6	6	30.00	180.00
82. PENCIL, mechanical, for 0.5mm lead	piece														0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box														0	30.00	-
84. RECORD BOOK, 300 pages, smyth sewn	book											25			25	60.00	1,500.00
85. RECORD BOOK, 500 pages, smyth sewn	book														0	88.40	-
86. RIBBON, nylon, manual typewriter	spool														0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece														0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece														0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece														0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece														0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece														0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece														0	28.13	-
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box											1			1	138.00	138.00
94. RULER, plastic, 300mm	piece											3			3	12.00	36.00
95. RULER, plastic, 450mm	piece											3			3	40.00	120.00
96. SIGN PEN, black	piece											30			30	45.00	1,350.00
97. SIGN PEN, blue	piece											30			30	45.00	1,350.00
98. SIGN PEN, red	piece											30			30	45.00	1,350.00
99. STAMP PAD INK, violet, 50mL	bottle											2			2	35.00	70.00
100. STAMP PAD, felt pad, min 60mm x 100mm	piece											2			2	30.00	60.00
101. STAPLE WIRE, standard, #35	box											4			4	30.00	120.00
102. TAPE, adding machine, GSP bond	roll														0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll														0	41.60	-

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104. TAPE, masking, 48mm, 50 meters length	roll										10			10	120.00	1,200.00	
105. TAPE, transparent, 24mm, 50 meters	roll										20			20	45.00	900.00	
106. TAPE, transparent, 48mm, 50 meters	roll										10			10	28.00	280.00	
107. TAPE, packaging, 48mm, 50 meters length	roll										10			10	35.00	350.00	
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-	
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle													0	87.36	-	
110. TOILET TISSUE, 12 rolls/pack	pack										8			8	90.00	720.00	
111. TWINE, plastic, one kilo per roll	roll													0	57.20	-	
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-	
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack													0	10.40	-	
2. CUTTER, heavy duty	piece										10			10	35.00	350.00	
3. PUNCHER, heavy duty	piece													0	114.40	-	
4. SCISSORS, (6")	pair										2			2	18.72	37.44	
5. SHARPENER, single cutterhead	piece										1			1	147.35	147.35	
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-	
7. STAPLER, heavy duty, standard	piece										2			2	162.84	325.68	
8. STAPLE REMOVER, twin jaws	piece										3			3	19.64	58.92	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece													0	40.23	-	
10. WASTE BASKET, plastic	piece										2			2	20.99	41.98	
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-	
2. BROOM, soft (tambo)	piece										4			4	130.00	520.00	
3. BROOM, STICK (tingting)	piece													0	19.76	-	
4. CLEANSER, powder, 350gms.	canister													0	17.32	-	
5. DETERGENT POWDER, all purpose, 500gms.	pouch										10			10	25.00	250.00	
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-	
7. DISINFECTANT SPRAY, 400 grams net content	can													0	239.20	-	
8. DUST PAN, non-rigid plastic, with detachable handle	piece										2			2	35.00	70.00	
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-	
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-	
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-	
12. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-	
13. INSECTICIDE, 600mL (420g) /can	can													0	116.48	-	
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-	

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15. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-	
16. RAG, COTTON, (7") in diameter	kilo													0	43.68	-	
17. SCOURING PAD, economy size	pack													0	131.96	-	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	33.28	-	
20. TRASHBAG, plastic, black, (XL)	roll										2			2	120.00	240.00	
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream													0	119.22	-	
2. PAPER, mimeo, Groundwood	ream													0	91.52	-	
3. PAPER, mimeo, Whitewove	ream													0	120.02	-	
4. PAPER, for PPC	ream													0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream										4			4	195.00	780.00	
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-	
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-	
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit										3			3	14,000.00	42,000.00	
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-	
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-	
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-	
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-	
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit										3			3	341.12	1,023.36	
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-	
10. CHAIR, monobloc, without armrest,beige/white	unit										12			12	900.00	10,800.00	
11. DOCUMENT CAMERA, w/ DVI port, four (4)	unit													0	19,552.00	-	

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reference points demarcate viewing area, 8 times																	
(800%) consecutive zoom, PC and Doc Cam VS																	
12. ELECTRIC FAN, orbit type	unit														0	1,346.26	-
13. ELECTRIC FAN, with stand	unit														0	764.40	-
14. ELECTRIC FAN, wall type	unit														0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit														0	934.84	-
16. FACSIMILE TRANSCEIVER, uses thermal paper	unit														0	4,451.20	-
50m/roll, for documents 216mm x 600mm, 15 sec																	
transmission speed, scanning width 208mm,																	
document feeder holds 10 pages, with automatic																	
paper cutter, redial, and fax/tel switchover																	
17. FIRE EXTINGUISHER, dry chemical, for ABC class	unit														0	1,130.48	-
of fire, squeeze type,non-electrical conductor,non-																	
toxic, non-corrosive, 4.5kg (10lbs.), brand new																	
18. FIRE EXTINGUISHER, pure HCFC 123, with fire	unit														0	4,726.80	-
rating of 1A, 1BC for ABC class of fire, squeeze type																	
non-electrical conductor, 4.5kg (10 lbs), brand new																	
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens,	unit														0	24,939.20	-
2000 hours lamp life, supports SVGA to SXGA																	
(compressed) resolution																	
20. PAPER TRIMMER/CUTTING MACHINE,	unit											1			1	12,000.00	12,000.00
350MM cutting size, 30 sheets cutting cap.																	
automatic clamping, stationery blade guard,																	
A4-A6 format indications																	
21. PAPER SHREDDER, 220mm feed opening,	unit														0	6,238.96	-
4mm shred width, 0.06m/sec shred speed,																	
6-8 sheets performance, approx 5kg in weight																	
22. PRINTER, automatic data processing, impact	unit														0	28,672.80	-
dot matrix, 9-pins, 136 columns, complete w/																	
ribbons, cables and manual, Epson FX-2190																	
23. PRINTER, automatic data processing, impact	unit														0	35,859.20	-
dot matrix, 24-pins, 136 columns, complete w/																	
ribbons, cables and manual, Epson LQ-2180																	
24. PRINTER, impact dot matrix, 9-pin, 80	unit														0	7,124.00	-
columns, with ribbon, cables and manual																	
ribbons, cables and manual, Epson LX-300+																	
25. PRINTER, laser, 20ppm printing speed, 1200 x	unit														0	4,139.20	-
1200 dpi, with power cord, interface cable																	
software drivers and complete documentation, ML-2250																	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart														0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart														0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart														0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart														0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart														0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart														0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart														0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart														0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart														0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart														0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart														0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart														0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart														0	809.88	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart														0	606.90	-
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart														0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart														0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart														0	737.46	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart														0	1,230.12	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart														0	393.72	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart														0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart														0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart														0	393.72	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart														0	393.72	-
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart														0	1,365.78	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart														0	682.38	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart											10			10	973.08	9,730.80
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart											10			10	973.08	9,730.80
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart											10			10	973.08	9,730.80
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart											10			10	1,363.74	13,637.40
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart														0	467.12	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart														0	390.66	-
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart														0	390.66	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart														0	390.66	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart														0	390.66	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart														0	628.32	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart														0	1,232.16	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart														0	722.16	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart														0	1,365.78	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart														0	588.54	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart													0	1,177.08	-	
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart													0	706.86	-	
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart													0	1,374.96	-	
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart													0	589.86	-	
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart													0	903.72	-	
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart													0	984.30	-	
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart													0	332.32	-	
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart													0	322.32	-	
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart													0	747.66	-	
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart													0	561.00	-	
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart													0	561.00	-	
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart													0	561.00	-	
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart													0	1,122.00	-	
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart													0	332.32	-	
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart													0	332.32	-	
55. INK CARTRIDGE, Brother LC67HYBK, black	cart													0	1,550.40	-	
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart													0	938.40	-	
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart													0	938.40	-	
58. INK CARTRIDGE, Brother LC67HY, yellow	cart													0	938.40	-	
59. INK CARTRIDGE, Brother LC 39BK, black	cart													0	681.36	-	
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart													0	453.90	-	
61. INK CARTRIDGE, Brother LC 39C, cyan	cart													0	453.90	-	
62. INK CARTRIDGE, Brother LC 39M, magenta	cart													0	453.90	-	
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart													0	984.30	-	
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart													0	1,221.96	-	
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart													0	2,075.70	-	
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart													0	1,662.60	-	
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart													0	2,009.40	-	
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart													0	1,138.32	-	
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart													0	1,039.38	-	
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart													0	1,228.08	-	
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart													0	586.50	-	
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart													0	586.50	-	

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75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart													0	586.50	-	
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart													0	482.46	-	
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart													0	850.68	-	
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart													0	755.82	-	
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart													0	534.48	-	
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart													0	534.48	-	
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart													0	534.48	-	
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart													0	614.04	-	
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart													0	378.42	-	
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart													0	378.42	-	
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart													0	378.42	-	
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart													0	628.32	-	
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	482.46	-	
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart													0	387.60	-	
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart													0	288.66	-	
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart													0	288.66	-	
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart													0	288.66	-	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart													0	288.66	-
95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	279.48	-
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart														0	279.48	-
109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart														0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart														0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart														0	302.94	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-	
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-	
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-	
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-	
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/900WD - 143	cart													0	453.90	-	
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/900WD - 143	cart													0	453.90	-	
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/900WD - 143	cart													0	453.90	-	
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-	
130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-	
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-	
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-	
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-	
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-	
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-	
136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-	
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-	
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-	
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-	
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-	
141. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-	
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-	
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-	
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-	
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-	
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-	
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-	
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-	
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-	
150. TONER CARTRIDGE, HP CE278A, black	cart													0	3,011.04	-	
151. TONER CARTRIDGE, HP CE285A, black	cart													0	2,655.06	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
152. TONER CARTRIDGE, HP CE505A, black	cart													0	3,590.40	-	
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-	
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-	
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-	
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-	
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	3,395.58	-	
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,420.28	-	
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-	
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-	
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	5,389.68	-	
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-	
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-	
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	6,977.82	-	
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	4,222.80	-	
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-	
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-	
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	5,661.00	-	
169. TONER CARTRIDGE, Brother TN-2025	cart													0	2,601.00	-	
170. TONER CARTRIDGE, Brother TN-2130	cart													0	1,785.00	-	
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	3,264.00	-	
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	5,967.00	-	
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	11,776.92	-	
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	6,684.06	-	
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	9,445.20	-	
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	25,586.70	-	
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-	
178. TONER CARTRIDGE, Developer, Epson C13SO50010, for printer EPL-5700L/5800	cart													0	5,095.92	-	
179. TONER CARTRIDGE, Developer, Epson C13SO50087, for printer EPL-5900/5900L	cart													0	5,194.86	-	
180. TONER CARTRIDGE, Developer, Epson C13SO50166, 6K, for printer EPL-6200	cart													0	5,053.08	-	
181. TONER CARTRIDGE, Developer, Epson C13SO50167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
182. TONER CARTRIDGE,Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-	
183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-	
184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-	
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-	
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-	
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-	
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-	
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-	
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-	
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-	
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-	
193. RIBBON CARTRIDGE, Epson C13SO15505 for printer DFX-9000	cart													0	1,129.14	-	
194. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-	
195. RIBBON CARTRIDGE, Epson C13SO15508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-	
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart													0	1,224.00	-	
197. RIBBON CARTRIDGE, Epson C13SO15577(#8766), for printer DFX-5000+/8000/8500 Black Ribbon (S015055)	cart													0	940.44	-	
198. RIBBON CARTRIDGE, Epson C13SO15587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-	
199. RIBBON CARTRIDGE, Epson C13SO15589(S015337), for printer LQ-590	cart													0	373.32	-	
200. PRINthead, HP 11, black, C4810A, 8 ml	cart													0	1,365.78	-	
201. PRINthead, HP 11, cyan, 8 ml	cart													0	1,365.78	-	
202. PRINthead, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-	
203. PRINthead, HP 11 yellow, 8 ml	cart													0	1,365.78	-	
204. Photoconductor Kit, Lexmark PN 12A8302	cart													0	4,120.80	-	
205. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-	
206. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-	

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Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Internal HDD : Seagate 4TB 5900 RPM																	
3.5 " SATA (ST4000 DM000) SATA GGb/s																	
Graphic Cards : Powercolor HD6990 4Gb GDDR5 256																	
H175Ax6 990 4GbD5-M4D																	
Chassis : Corsair Obsidian 550D Mid-Tower																	
CPU Cooler: Cooler Master Hyper 212 Evo																	
Power Supply: Seasonic X-1250 Gold																	
Full Modular Power Supply (1250W)																	
Keyboard / Mouse : A4Tech KRS8520D Blk																	
Monitor : 27" LED Monitor with HDMI																	
Blu ray Burner : Lite On iHBS312 12x Blu ray Burner																	
UPS : APC Back-UPS 660W,1100VA 230V (BX1100Ci-AS)																	
3 A3 Flatbed Scanner	unit											1			1 LOT	809,880.00	
► Scanner type: Flatbed, ADF																	
Scan resolution, optical: Up to 600 dpi																	
Duty cycle (daily): Recommended daily duty cycle:																	
3000 pages																	
Bit depth: 24-bit																	
Levels of grayscale: 256																	
Multifeed detection: Yes, ultrasonic																-	
Scan size (flatbed), maximum: 216 x 356 mm (A3)																-	
Media types: Paper (plain, inkjet, photo)																-	
Scan file format:																-	
PDF (image-only, searchable, MRC, PDF/A, encrypted),																-	
TIFF (single page, multi-page, compressed: G3, G4,																-	
LZW, JPEG,DOC, RTF, WPD, XLS, TXT, XML, XPS, HTML,																-	
OPF, JPG, BMP, PNG																-	
Automatic document feeder scan speed:																-	
Up to 50 ppm/100 ipm (b&w, color, grayscale, 200 dpi)																-	
Scanning options (ADF)																-	
Single-pass duplex																-	
Scan size (ADF), maximum 216 x 864 mm																-	
																-	
4 Router	unit											1				-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
► Dual Band Wireless-N900 Gigabit Router																-	
Standards: IEEE 802.11a, IEEE 802.11b,																-	
IEEE 802.11g, IEEE 802.11n, IPv4, IPv6																-	
Data Rate: 802.11a : 6,9,12,18,24,36,48,54Mbps																-	
802.11b : 1, 2, 5.5, 11Mbps																-	
802.11g : 6,9,12,18,24,36,48,54Mbps																-	
802.11n : up to 450Mbps																-	
Antenna: Detachable antenna x 3																-	
Operating Frequency: 2.4G~2.4835GHz /5.1~5.8GHz																-	
Encryption: 64-bit WEP, 128-bit WEP, WPA2-PSK, WPA																-	
PSK, WPA-Enterprise, WPA2-Enterprise, WPS support																-	
Firewall & Access Control:																-	
Firewall: SPI intrusion detection,DoS protection																-	
Access control: Parental control, Network service																-	
filter , URL filter, Port filter																-	
																-	
*Other Categories																	
1 A3 Heavy Duty Paper Cutter - (cutting length capability: 17"	unit											1			1	12,000.00	12,000.00
(430mm) A3; Manual spiral action clamp; Spindle guided back															0		-
gauge; Side lay with measuring scale; High quality steel blade;															0		-
Calibrated for fine adjustment of measurement															0		-
2 A3 Ring Bind Machine - (Maximum thickness of binding:50mm	unit											1			1	18,000.00	18,000.00
;Maximum thickness of Punching: 25 pages; Hole distance:															0		-
14.3mm; 24 holes; 24 pcs movable knife															0		-
3 Heavy Duty Industrial Stapler - 7-70mm adjustable stapling margin; capacity	unit											1			1	5,000.00	5,000.00
up to 210 sheets of 80GSM papers															0		-
4 A4 Ring Bind Machine - heavy duty binding machine; binding capacity 450	unit											1			1	16,000.00	16,000.00
sheets (A4 80g) 21 holes adjustable punch hole(40.5x29x16.5cm)																	

***GRAND TOTAL:

1,161,399:37

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A and B

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (01.1.2014)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



CRISTOPHER S.P. ESPINA

Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Accountant /
Local Budget Officer

Approved:



ELVIRA A. ZAMORA

Vice Pres. for Development
Head of Office/Agency

Date Prepared:

Sept. 11, 2014

University of the Philippines System

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Technology Transfer and Business Development Office/OVPD

CODE	GENERAL DESCRIPTION	QUANTITY / SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Consumables														
	Ink Cartridge – HP Black #703		7,000.00						10			5			5
	Ink Cartridge – HP Tri color #703		3,500.00									5			5
	Ink Cartridge – HP Inkjet Black #685		1,700.00									5			
	Ink Cartridge – HP Inkjet Cyan #685		1,700.00									5			
	Ink Cartridge – HP Inkjet Magenta #685		1,700.00									5			
	Ink Cartridge – HP Inkjet Black #685		3,400.00									5			5
	Muratec Toner Cartridge TS1820		17,000.00									2			
	Fax Film Ribbon with Cartridge for Brother Fax Machine		990.00		4							2			
	Handsoaps		560.00			1				2			2		2
	Powerbase Rechargeable		249.75			1									
	Dishwashing Liquid		360.00			1		1	1	1	1	1	1	1	
	Coffee		1,600.0			1		1	1	1	1	1	1	1	
	Coffee Creamer		315.00			1			1	1	1	1	1	1	
	Coffee Stirrer		54.00			1			1			1			
	Water Refill		3,990.00	10	10	10	10	10	10	10	10	10	10	10	4
	Sub-total		40,074.75												

Approved by Anna
JUL 30 2014

University of the Philippines System

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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
8														0	-
9														0	-
10														0	-
															35,831.85

***GRAND TOTAL:

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for Items under A.

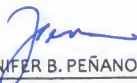
***Grand total for Items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


JENNIFER B. PEÑANO
Administrative Officer II

Accountant /


ATTY. ELIZABETH R. PULUMBARIT
Officer-In-Charge

Date Prepared:

7/24/14

JUL 25 2014

44-52814

ANNUAL PROCUREMENT PLAN FOR 2014

For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
2. For Sub - Depots please refer to the following:
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
4. Do not delete any field in the APP Form.
5. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementservice.org
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: UP Technology Transfer and Business Development Office
Region: NCR
Address: G/F NIMBB Bldg, National Science Complex
University of the Philippines, Diliman, Q.C.

Contact Person: Jennifer B. Peñano
Position: Administrative Officer
E-mail : jbbolina@gmail.com
Telephone/Mobile Nos: 09236937076

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
14. TAPE, electrical	roll													0	18.20	-
COMMON COMPUTER SUPPLIES/CONSUMABLES																
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	951.08	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	338.00	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	50.84	-
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece													0	8.79	-
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece								10		50			60	16.62	997.20
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece													0	11.70	-
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece								20		30			50	19.96	998.00
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece													0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece				4									4	468.00	1,872.00
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart													0	1,149.54	-
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart													0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	615.06	-
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	708.90	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	256.02	-
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-

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Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box													0	349.44	-
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	364.00	-
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-
11. CLIP, bulldog (3")	piece							5		10				15	8.42	126.30
12. CLIP, backfold, 25mm, 12s/box	box							5		20				25	15.60	390.00
13. CLIP, backfold, 50mm, 12s/box	box									20				20	43.68	873.60
14. CLIP, backfold, 19mm, 12s/box	box									30				30	7.54	226.20
15. CLIP, backfold, 32mm, 12s/box	box							5		50				55	17.42	958.10
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-
21. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-
22. DATA FILE BOX, (5"x9"x15-3/4")	box													0	64.47	-
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece										3			3	67.07	201.21
24. ENVELOPE, documentary (10"x15"), 500s/box	box									1				1	560.56	560.56
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box													0	675.86	-
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-
30. ENVELOPE, documentary, A4, 500s/box	box									2	1			3	526.24	1,578.72
31. ERASER, blackboard/whiteboard	piece													0	11.44	-
32. ERASER, rubber	piece													0	4.68	-
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack													0	413.92	-
36. FOLDER, tagboard, A4 size, 100s/box	pack													0	253.76	-
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack									10	10			20	301.60	6,032.00
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle									10	10			20	312.00	6,240.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack													0	247.52	-
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	228.80	-
41. GLUE, all purpose, 300 grams min.	jar									2	3			5	37.43	187.15
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack													0	44.45	-
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	99.84	-
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box													0	67.60	-
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	11.44	-
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-
52. MAP PIN, round head, 100s/box	box													0	36.40	-
53. MARKER, fluorescent, 3 colors/set	set									10				10	41.60	416.00
54. MARKING PEN, whiteboard, black	piece									10				10	15.08	150.80
55. MARKING PEN, whiteboard, blue	piece									10				10	15.08	150.80
56. MARKING PEN, whiteboard, red	piece									10				10	15.08	150.80
57. MARKER, permanent, black	piece									10				10	13.50	135.00
58. MARKER, permanent, blue	piece									10				10	13.50	135.00
59. MARKER, permanent, red	piece									10				10	13.50	135.00
60. MARKING PEN, for transparency	set													0	84.24	-
61. NOTE BOOK, stenographer's, 40 leaves	piece									10				10	7.49	74.90
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad									10				10	36.40	364.00
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad									10				10	52.00	520.00
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad									10				10	112.32	1,123.20
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad									10				10	31.20	312.00
66. OIL, for general purpose, 120 mL	bottle													0	30.99	-
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream									10		5		15	104.80	1,572.00
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream													0	144.35	-
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream													0	194.66	-
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad													0	20.57	-
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll													0	36.40	-
75. PAPER, thermal, 216mm x 30M, 1/2" core	roll													0	37.44	-
76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm	ream									10				10	139.32	1,393.20
77. PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	ream													0	161.20	-
78. PAPER FASTENER, for paper, metal, 50 sets/box	box									10				10	82.04	820.40
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box													0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box													0	8.84	-
81. PENCIL, lead, w/eraser, one (1) dozen per box	box													0	24.89	-
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-
84. RECORD BOOK, 300 pages, Smyth sewn	book									3				3	50.44	151.32
85. RECORD BOOK, 500 pages, Smyth sewn	book													0	88.40	-
86. RIBBON, nylon, manual typewriter	spool													0	15.81	-
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-
89. RING BINDER, (1/2"x44"), plastic	piece													0	4.37	-
90. RING BINDER, (3/4"x44"), plastic	piece													0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece													0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece													0	28.13	-

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Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-	
12. FURNITURE CLEANER, 300mL/can min	can			2					2					4	112.32	449.28	
13. INSECTICIDE, 600mL (420g) /can	can													0	116.48	-	
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-	
15. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-	
16. RAG, COTTON, (7") in diameter	kilo													0	43.68	-	
17. SCOURING PAD, economy size	pack								3					3	131.96	395.88	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	33.28	-	
20. TRASHBAG, plastic, black, (XL)	roll													0	103.79	-	
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream								5		3			8	119.22	953.76	
2. PAPER, mimeo, Groundwood	ream													0	91.52	-	
3. PAPER, mimeo, Whitewove	ream													0	120.02	-	
4. PAPER, for PPC	ream													0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-	
									5		3						
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-	
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-	
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-	
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-	
5. FILING CABINET, lateral, four (4) drawers, belge, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-	
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/Illuminated display AC power source, Canon	unit													0	1,892.80	-	
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-	
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-	
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit									1				1	161.08	161.08	
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-	
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-	
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-	
13. ELECTRIC FAN, with stand	unit													0	764.40	-	
14. ELECTRIC FAN, wall type	unit													0	745.68	-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-	
16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit													0	4,451.20	-	
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-	
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-	
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-	
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format Indications	unit													0	8,838.96	-	
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-	
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-	
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-	
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-	
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-	
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-	
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-	
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-	
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-	
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit													0	2,038.40	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
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line interactive topology,with sealed maintenance free batteries, 520VA-600VA																	
HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece													0	32.24	-	
b. Procurement of Civil Works, 139-149 pages	piece													0	37.65	-	
c. Procurement of Consulting Services, 139-149 pages	piece													0	22.36	-	
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece													0	88.40	-	
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece													0	32.40	-	
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece													0	13.52	-	
HANDBOOK ON GENERIC PROCUREMENT	set													0	130.00	-	
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four																-	
(4) volumes as follows:																-	
Volume I (103 pages) - white color																-	
Volume II (138 pages) - light blue color																-	
Volume III (124 pages) - light yellow color																-	
Volume IV (118 pages) - light green color																-	
OTHER CONSUMABLES																	
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart													0	981.24	-	
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart													0	981.24	-	
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart													0	981.24	-	
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart													0	1,332.12	-	
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart													0	1,332.12	-	
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart													0	1,332.12	-	
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart													0	973.08	-	
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart													0	1,346.40	-	
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart													0	973.08	-	
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart													0	973.08	-	
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart													0	973.08	-	
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart													0	973.08	-	
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart													0	809.88	-	
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart													0	606.90	-	
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart													0	606.90	-	
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart													0	737.46	-	
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart													0	1,230.12	-	
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart													0	393.72	-	
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart													0	393.72	-	
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart													0	393.72	-	
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart													0	393.72	-	
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart													0	393.72	-	

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University of the Philippines System

	Tarpaulin Stand	6,000.00									2				
	Subtotal	326,000.00													
	Printing														
	Handbooks	65,000.00											3,000		
	Primer	20,000.00											1,000		
	Graphic Artist	25,000.00											1		
	Subtotal	110,000.00													
	TOTAL	793,519.75													

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

Jennifer B. Peñano
Administrative Officer

Date: 7/24/14

Submitted By:

Atty. Elizabeth R. Pulumbarit

Officer-in-Charge
Technology Transfer and Business Development Office

Date: 7/24/14

INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)

Address

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: UP-Information Technology Development Center (ITDC)

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE/PRICE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Air freshener	48pcs/can/P87	4,176	4	4	4	4	4	4	4		4	4		4
	Alcohol	81pcs/Bottle/P39	3,159	18		10		18		10		15		10	
	Bathroom Soap	45/Piece /P22	990	10		5		10		5		10		5	
	Battery size AA	27/Pack/P20	540	6		3		6		3		6		3	
	Battery size AAA	24/Pack/P16	384	5		3		5		3		5		3	
	Broom Stick	24/Each/P 23	552	5		3		5		3		5		3	
	Bond paper A4	200/reams/P171	34,200	50			50			50			50		
	Broom Soft	36/Each /P94	3,384	8		4		8		4		8		4	
	Clip-double 50mm	70/Box/P42	2,940	20		10		10		10		10		10	
	Clip-back fold 25mm	70/Box /P10	700	20		10		10		10		10		10	
	Clip-double binder 32mm	70/Box/P17	1,190	20		10		10		10		10		10	
	Clip-double binder ¾" 19mm	70/Box /P7	490	20		10		10		10		10		10	
	Clip-gem type jumbo	70/Box/P15	1,050	20		10		10		10		10		10	
	Clip- gem type 33mm	70/Box /P7	490	20		10		10		10		10		10	

INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)

Address

	Correction tape	80/Each /P13	1,040	20			20			20			20		
	Detergent Powder	44/Pouch/P23	1,012	8		8		8		8		8		4	
	Dust Pan	6/Piece /P26	156	3						3					
	Envelope-Long	3/Box /P503	1,509	1				1					1		
	Envelope- Short(A4)	3/Box /P404	1,212	1				1					1		
	Fastener	14/Box/P62	868	5				5				4			
	Folder legal size	6/Pack /P274	1,644	2				2				2			
	Folder A4 size	6/Pack /P200	1,200	2				2				2			
	Furniture Polish (Splenda)	48/Can /P94	4,512	4	4	4	4	4	4	4	4	4	4	4	4
	Post it	160/Piece/P18	2,880	20	20		20	20		20	20		20	20	
	Marking Pen-WB Black	336/Piece/P13	4,368	56		56		56		56		56		56	
	Marking Pen-WB Blue	168/Piece/P13	2,184	28		28		28		28		28		28	
	Marking Pen-WB Red	168/Piece/12	2,016	28		28		28		28		28		28	
	Mop handle	6/Each/P94	564	3						3					
	Mop Head	18/Each /P92	1,656	6				6			6				
	Push Pins	15/box/P15	225	10					3				2		
	Record Book-300 pages	12/Piece /P52	624	3			3			3			3		
	Ring Binder 25mm	90/Each /	1,170	15		15		15		15		15		15	
	Scissors	36/Each /P15	540	18						18					

INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)

Address

[illegible]

INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)

Address

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: UP-Information Technology Development Center (ITDC)

[illegible]

INFORMATION TECHNOLOGY DEVELOPMENT CENTER (ITDC)

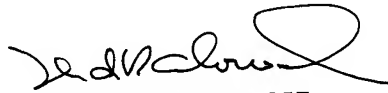
Address

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


GARRY F. PASCUA
Administrative Support Staff

Submitted By:


PAULO NOEL G. PAJE
IT Project Development Officer

Annual Procurement Plan For Year 2014
UPITDC Supplies

Department/Bureau/Office
Region:
Address:

Information Technology Development Center
NCR
Vidal Tan Hall Quirino Ave. Cor. Velasquez St. UP Diliman Quezon City

Contact Person
Position
E-mail
Telephone

Garry F. Pascua
Administrative Support Staff
garrypascua@itc.up.edu.ph
9202080

(UPITDC) Annual Procurement Plan for FY _____ 2014

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Pre-Proc Conferen	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Schedule for Each Procurement Activity								Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
								Sub/Ope n of Bids	Bld Evaluatio	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completi	Acceptan ce/		Total	MOOE	CO	
	Air freshener																4,176			
	Alcohol																3,159			
	Bathroom Soap																990			
	Battery size AA																540			
	Battery size AAA																384			
	Broom Stick																552			
	Bond paper A4																34,200			
	Broom Soft																3,384			
	Clip-double 50mm																2,940			
	Clip-back fold 25mm																700			
	Clip-double binder 32mm																1,190			
	Clip-double binder 3/4" 19mm																490			
	Clip-qem type jumbo																1,050			
	Clip- qem type 33mm																490			
	Correction tape																1,040			
	Detergent Powder																1,012			
	Dust Pan																156			
	Envelope-Long																1,509			
	Envelope- Short(A4)																1,212			
	Fastener																868			
	Folder legal size																1,644			
	Folder A4 size																1,200			
	Furniture Polish (Splenda)																4,512			
	Post it																2,880			
	Marking Pen-WB Black																4,368			
	Marking Pen-WB Blue																2,184			
	Marking Pen-WB Red																2,016			
	Mop handle																564			
	Mop Head																1,656			
	Push Pins																225			
	Record Book-300 pages																624			
	Ring Binder 25mm																1,170			
	Scissors																540			
	Sign Pen Black																9,936			
	Sign Pen Blue																4,968			
	Sign Pen Red																3,096			
	Staple remover																324			
	Staple wire																690			
	Tape Dispenser																188			
	Tape-transparent 24mm																612			
	Toilet Bowl and Urinal Cleaner																1,008			
	Toilet Deodorant																1,560			
	Jumbo roll tissue																43,200			
	Trash bag Plastic																6,960			
	Aircon repair services																96,000			

Food																		500,000				
Toner																		90,000				
Computer Keyboard																		15,000				
Computer Mouse																		9,000				
Utilities (Electricity and Water)																		1,920,000				
Telephone Communication																		66,000				
Exoenses																		50,000				
Light supply (CFL)																						
Personal Services																		7,135,700				
Salary-Contrac Staff																		100,000				
Building Maintenance																		200,000				
Rental of facilities																		40,000				
Wire Extention																		2,000,000				
Desktop																		4,200				
Rj-45																		20,000				
Telephone (Handset)																		100,000				
Embedded Equipment																		42,000				
UTP Cable																		Grand Total				
																		12,545,867				

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN

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Ref. No. _____
Date: AUG 26 2014
Time: 9:43
By: EXTRA

END-USER/UNIT:

[illegible]

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

[illegible]

eUP PROJECT

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

13. Hosting Services (eUP Staging Servers)	12/month	9,000,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1
14. Hosting Services (Other Systems)	12/month	400,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1
15. HEUG	1/year	71,729.00				1									
16. Educause Membership	1/year	40,000.00									1				
17. APNIC	1/year	215,000.00				1									
18. Security Certificates	12/month	180,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1
19. Equipment Maintenance	12/month	1,200,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1
20. Training Workshops	12/month	900,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1
21. Training Expenses	12/month	3,750,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1
22. Miscellaneous Expenses	1/year	6,000.00	1												
MOOE-Services-Contractual Staff															
1. Salary -Contractual Staff	12/month	25,264,386.00	1	1	1	1	1	1	1	1	1	1	1	1	1
CAPITAL OUTLAY (CO)															
1. eUP	12/month	66,091,722.00	1	1	1	1	1	1	1	1	1	1	1	1	1
	GRAND TOTAL	268,613,612.55													

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:

NICALYN CLAMOR
eUP Training Coordinator

Submitted By:

DR. JAIME D.L. CARO
Asst. Vice-President for Development
eUP Project Director

Annual Procurement Plan for Year 2014

Department/Bureau/Office: eUP
 Region: NCR
 Address: Vidal Tan Hall Quirino Ave. Cor. Velasquez St. UP Diliman Quezon City

Contact Person: Jason R. Balais
 Position: Deputy Team Leader
 E-mail: jason@ittc.up.edu.ph
 Telephone: 02-225-1291

Procurement Program/Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
			Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance / Turnover		Total	MOOE	CO	
HARDWARE AND INFRASTRUCTURE																			
1. Software Maintenance	eUP	Public Bidding	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		50,000,000.00			
2. Projector Screen	eUP	Shopping				Apr-14							Apr-14	Apr-14		104,750.00			
3. Software (Microsoft Office for Mac Home and Student	eUP	Shopping				May-14							May-14	May-14		81,000.00			
4. IT Network Cabinet	eUP	Shopping				Sep-14							Sep-14	Sep-14		144,000.00			
5. Fiber (Network Equipment)	eUP	Public Bidding			Apr-14	Apr-14	Apr-14	Apr-14	Apr-14	Apr-14	Apr-14		Apr-14	Apr-14		500,000.00			
6. Quezon Hall Conference Room and Equipment	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		500,000.00			
7. Quezon Hall Room Equipment	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		650,000.00			
8. Projectors (6000 Lumens)	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		800,000.00			
9. High Performance Computer System	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		780,000.00			
10. External Storage System for Video and Audio	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		920,000.00			
11. External Storage System for Documents	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		900,000.00			
12. External Storage	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		600,000.00			
13. Servers	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		900,000.00			
14. Workstation	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		940,500.00			
15. All-in-One PC	eUP	Public Bidding	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		1,900,000.00			
16. Network Equipment - Router	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		950,000.00			
17. Printer Scanners for UP Diliman	eUP	Public Bidding			Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		539,000.00			
18. Printer Scanner for UP ITDC	eUP	Shopping				Dec-14							Dec-14	Dec-14		295,246.55			
19. Printer Scanners for UP Manila	eUP	Public Bidding	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		2,295,000.00			
20. Printer Scanners for UP Visayas	eUP	Public Bidding	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14		Dec-14	Dec-14		4,930,000.00			
PERSONAL SERVICES (PS)	eUP																		
1. Honoraria (SMEs + Committees)	eUP															6,246,500.00			
2. Project Devt Associates (PDAs)	eUP															1,056,700.00			

MOOE																				
1. Electricity	eUP																		3,600,000.00	
2. Supplies	eUP																		391,316.00	
3. Communication Expenses	eUP																		240,000.00	
4. Travel Expenses	eUP																		1,200,000.00	
5. Accommodation	eUP																		240,000.00	
6. Water	eUP																		380,000.00	
7. PREGINET	eUP	Public Bidding	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14	Dec-14				22,000,000.00	
8. Redundant Internet Bandwidth	eUP																		12,000,000.00	
9. Software Maintenance (Oracle)	eUP																		8,210,763.00	
10. Software	eUP																		600,000.00	
11. SAIS Phase 2 Implementation	eUP																		15,000,000.00	
12. Hosting Services (eUP Production Servers)	eUP																		21,600,000.00	
13. Hosting Services (eUP Staging Servers)	eUP																		9,000,000.00	
14. Hosting Services (Other Systems)	eUP	Shopping					Dec-14							Dec-14	Dec-14				400,000.00	
15. HEUG	eUP																		71,729.00	
16. Educause Membership	eUP																		40,000.00	
17. APNIC	eUP																		215,000.00	
18. Security Certificates	eUP																		180,000.00	
19. Equipment Maintenance	eUP																		1,200,000.00	
20. Training Workshops	eUP																		900,000.00	
21. Training Expenses	eUP																		3,750,000.00	
22. Miscellaneous Expenses	eUP																		6,000.00	
MOOE-Services-Contractual Staff																				
1. Salary -Contractual Staff	eUP																		25,264,386.00	
CAPITAL OUTLAY (CO)																				
1. eUP	eUP																		66,091,722.00	
																			Grand Total:	
																			268,613,612.55	

eUP PROJECT

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

UP SYSTEM S.P.M.O.

RECEIVED

 Ref. No. _____
 Date: AUG 26 2014
 Time: 9:43am
 By: Emy
PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT:

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE/PRICE	ESTIMATED BUDGET (PhP)	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Air freshener	120/can/P87	10,440.00	20		20		20		20		20		20	
	Alcohol	90/Bottle/P39	3,510.00	15		15		15		15		15		15	
	Bathroom Soap	90/Piece/P22	1,980.00	15		15		15		15		15		15	
	Battery size AA	60/Pack/P20	4,800.00	10		10		10		10		10		10	
	Battery size AAA	60/Pack/P16	3,840.00	10		10		10		10		10		10	
	Bond paper	240/ream/P171	41,040.00	60			60			60			60		
	Broom Stick	18/Each/P23	414.00	3		3		3		3		3		3	
	Broom Soft	12/Each /P94	1,128.00	3			3			3			3		
	Calculator	10/Unit/146	1,460.00	5						5					
	Clip-double 50mm	70/Box/P42	2,940.00	20		10		10		10		10		10	
	Clip-back fold 25mm	70/Box /P11	770.00	20		10		10		10		10		10	
	Clip-double binder 32mm	70/Box/P17	1,190.00	20		10		10		10		10		10	
	Clip-double binder 3/4" 19mm	70/Box /P7	490.00	20		10		10		10		10		10	
	Clip-gem type jumbo	70/Box/P15	1,050.00	20		10		10		10		10		10	
	Clip- gem type 33mm	70/Box /P7	490.00	20		10		10		10		10		10	
	Correction tape	80/Each /P13	1,040.00	20			20			20			20		
	Detergent Powder	60/Pouch/P23	1,380.00	10		10		10		10		10		10	
	Dust Pan	6/Piece /P26	156.00	3						3					
	Envelope-Long	12/Box /P503	6,036.00	3			3			3			3		

eUP PROJECT

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

Envelope- Short(A4)	12/Box /P404	4,848.00	3			3			3			3		
Fastener	50/Box/P62	3,100.00	20			10			10			10		
Folder legal size	20/Pack /P274	5,480.00	5			5			5			5		
Folder A4 size	20/Pack /P201	4,020.00	5			5			5			5		
Furniture Polish (Splenda)	30/Can /P94	2,820.00	5		5		5		5		5		5	
Jumbo roll tissue	480/Each/P90	43,200.00	120			120			120			120		
Marking Pen-WB Black	48/Piece /P13	624.00	24			24			24			24		
Marking Pen-WB Red	24/Piece/P13	312.00	12			12			12			12		
Mop handle	10/Each /P94	940.00	5						5					
Mop Head	20/Each /P92	1,840.00	5			5			5			5		
Note Pad 3"x4"	80/Pad /P50	4,000.00	20			20			20			20		
Note Pad 3"x3"	120/Pad /P37	4,440.00	30			30			30			30		
Note Pad 2"x3"	80/Pad /P32	2,560.00	20			20			20			20		
Puncher	6/Each/ P92	552.00	3						3					
Push Pins	20/box/P15	300.00	5			5			5			5		
Record Book-300 pages	20/Piece /P52	1,040.00	10						10					
Ring Binder 25mm	20/Each /P13	260.00	5			5			5			5		
Scissors	20/Each /P16	320.00	5			5			5			5		
Sharpener	6/Each/P174	1,044.00	2				2				2			
Sign Pen Black	144/Each /P46	6,624.00	24		24		24		24		24		24	
Sign Pen Blue	72/Each/P46	3,312.00	12		12		12		12		12		12	
Sign Pen Red	72/Each/P43	3,096.00	12		12		12		12		12		12	
Stamp Pad	6/Each/P24	144.00	3						3					
Stamp Pad Ink	12/Each/P24	288.00	3			3			3			3		
Staple remover	20/Each /P18	360.00	5			5			5			5		

eUP PROJECT

3/F VIDAL A. TAN HALL, QUIRINO AVENUE CORNER VELASQUEZ STREET, UNIVERSITY OF THE PHILIPPINES DILIMAN, QUEZON CITY

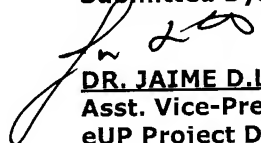
Staple wire	30/Box /P22	660.00	5		5		5		5		5		5	
Stapler	6/Each/P100	600.00	2				2				2			
Tape-transparent 24mm	30/Each /P18	540.00	5		5		5		5		5		5	
Tape-Dispenser	6/Each/P47	282.00	3						3					
Tape-Masking-1"	18/Roll/P50	900.00	3		3		3		3		3		3	
Toilet Bowl and Urinal Cleaner	30/Bottle /P42	1,260.00	5		5		5		5		5		5	
Toilet Deodorant	18/Box /P26	468.00	3		3		3		3		3		3	
Toilet Tissue	48/Package/P75	3,600.00	8		8		8		8		8		8	
HP 43X Black Laser Jet Toner cartridge	8/Piece/P13,900	111,200.00	2			2			2			2		
HP Ink	40/Piece/P850	34,000.00	10			10			10			10		
40 watts ballast	30/Piece/P72	2,160.00	5		5		5		5		5		5	
Starter	30/Piece/P4	120.00	5		5		5		5		5		5	
Energizer Universal Charger	6/Piece/P1,749	10,494.00	2				2				2			
Sony ICP-PX440 Voice Recorder	6/Piece/P5,499	32,994.00	2				2				2			
32 GB Micro SD expansion memory	20/Piece/P1,030	12,360.00	3			3			3			3		
	GRAND TOTAL	391,316.00												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


NICALYN CLAMOR
eUP Training Coordinator

Submitted By:


DR. JAIME D.L. CARO
Asst. Vice-President for Development
eUP Project Director

(eUP Project) Annual Procurement Plan for FY 2014

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Pre-Proc Conference	Ads/Post of IAEB	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO	
	Air freshener																10,440.00			
	Alcohol																3,510.00			
	Bathroom Soap																1,980.00			
	Battery size AA																4,800.00			
	Battery size AAA																3,840.00			
	Bond paper																41,040.00			
	Broom Stick																414.00			
	Broom Soft																1,128.00			
	Calculator																1,460.00			
	Clip-double 50mm																2,940.00			
	Clip-back fold 25mm																770.00			
	Clip-double binder 32mm																1,190.00			
	Clip-double binder ¼" 19mm																490.00			
	Clip-gem type Jumbo																1,050.00			
	Clip- gem type 33mm																490.00			
	Correction tape																1,040.00			
	Detergent Powder																1,380.00			
	Dust Pan																156.00			
	Envelope-Long																6,036.00			
	Envelope- Short(A4)																4,848.00			
	Fastener																3,100.00			
	Folder legal size																5,480.00			
	Folder A4 size																4,020.00			
	Furniture Polish (Splenda)																2,820.00			
	Jumbo roll tissue																43,200.00			
	Marking Pen-WB Black																624.00			
	Marking Pen-WB Red																312.00			
	Mop handle																940.00			
	Mop Head																1,840.00			
	Note Pad 3"x4"																4,000.00			
	Note Pad 3"x3"																4,440.00			
	Note Pad 2"x3"																2,560.00			
	Puncher																552.00			
	Push Pins																300.00			
	Record Book-300 pages																1,040.00			
	Ring Binder 25mm																260.00			
	Scissors																320.00			
	Sharpener																1,044.00			
	Sign Pen Black																6,624.00			
	Sign Pen Blue																3,312.00			
	Sign Pen Red																3,096.00			
	Stamp Pad																144.00			
	Stamp Pad Ink																288.00			
	Staple remover																360.00			
	Staple wire																660.00			
	Stapler																600.00			
	Tape-transparent 24mm																540.00			
	Tape-Dispenser																282.00			
	Tape-Masking-1"																900.00			
	Toilet Bowl and Urinal Cleaner																1,260.00			
	Toilet Deodorant																468.00			
	Toilet Tissue																3,600.00			
	HP 43X Black Laser Jet Toner cartridge																111,200.00			
	HP Ink																34,000.00			
	40 watts ballast																2,160.00			
	Starter																120.00			
	Energizer Universal Charger																10,494.00			
	Sony ICP-PX440 Voice Recorder																32,994.00			
	32 GB Micro SD expansion memory																12,360.00			
GRAND TOTAL																	391,316.00			

which a government agency is established,
ncy's administrative operations or for the

ich are intended to result in some pre-

sting, repeat order, shopping, and negotiated

sing/posting; pre-bid conference; eligibility
, delivery/completion and

(eUP Project) Annual Procurement Plan for FY 2015

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity												Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Project)
				Pre-Proc Conference	Ads/Post of IABE	Pre-bid Conf	Eligibility Check	Sub/Open of Bids	Bid Evaluation	Post Qual	Notice of Award	Contract Signing	Notice to Proceed	Delivery/ Completion	Acceptance/ Turnover		Total	MOOE	CO	
	Air freshener																7,830.00			
	Alcohol																2,340.00			
	Bathroom Soap																1,320.00			
	Battery size AA																2,400.00			
	Battery size AAA																1,920.00			
	Bond paper																41,040.00			
	Broom Stick																414.00			
	Broom Soft																1,128.00			
	Calculator																1,460.00			
	Clip-double 50mm																2,940.00			
	Clip-back fold 25mm																770.00			
	Clip-double binder 32mm																1,190.00			
	Clip-double binder ¾" 19mm																490.00			
	Clip-qem type jumbo																1,050.00			
	Clip- qem type 33mm																490.00			
	Correction tape																1,040.00			
	Detergent Powder																1,380.00			
	Dust Pan																156.00			
	Envelope-Long																6,036.00			
	Envelope- Short(A4)																4,848.00			
	Fastener																3,100.00			
	Folder legal size																5,480.00			
	Folder A4 size																4,020.00			
	Furniture Polish																2,820.00			
	Jumbo roll tissue																43,200.00			
	Marking Pen-WB Black																624.00			
	Marking Pen-WB Red																312.00			
	Mop handle																940.00			
	Mop Head																1,840.00			
	Note Pad 3"x4"																4,000.00			
	Note Pad 3"x3"																4,440.00			
	Note Pad 2"x3"																2,560.00			
	Puncher																552.00			
	Push Pins																300.00			
	Record Book-300 pages																1,040.00			
	Ring Binder 25mm																260.00			
	Scissors																320.00			
	Sharpener																1,044.00			
	Sign Pen Black																6,624.00			
	Sign Pen Blue																3,312.00			
	Sign Pen Red																3,096.00			
	Stamp Pad																144.00			
	Stamp Pad Ink																288.00			
	Staple remover																360.00			
	Staple wire																660.00			
	Stapler																600.00			
	Tape-transparent 24mm																540.00			
	Tape-Dispenser																282.00			
	Tape-Masking-1"																900.00			
	Toilet Bowl and Urinal Cleaner																1,260.00			
	Toilet Deodorant																468.00			
	Toilet Tissue																3,600.00			
	HP 43X Black Laser Jet Toner cartridge																55,600.00			
	HP Ink																17,000.00			
GRAND TOTAL																	251,828.00			

Encoded by : ES OLLS
AUG 11 2014

DEFINITION

1. **PROGRAM (BESF)**– A homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions.
2. **PROJECT (BESF)**– Special agency undertakings which are to be carried out within a definite time frame and which are intended to result in some pre-determined measure of goods and services.
3. **PMO/End User** - Unit as proponent of program or project
4. **Mode of Procurement** - Competitive Bidding and Alternative Methods including: selective bidding, direct contracting, repeat order, shopping, and negotiated procurement.
5. **Schedule for Each Procurement Activity** - Major procurement activities (pre-procurement conference; advertising/posting; pre-bid conference; eligibility screening; submission and receipt of bids; bid evaluation; post qualification; award of contract; contract preparation), delivery/completion and acceptance/turnover
6. **Source of Funds** - Whether GoP, Foreign Assisted or Special Purpose Fund
7. **Estimated Budget** - Agency approved estimate of project/program costs
8. **Remarks** - brief description of program or project

Remarks
Programs and projects
should be aligned with
budget documents, and
especially those posted at
the PhilGeps.

Breakdown into mode and
cost for tracking purposes;
aligned with budget
documents
Any remark that will help
GPPB track programs and
projects

UP Padayon
Lower Ground, Ang Bahay ng Alumni,
UP Diliman, Quezon City 1101

UP SYSTEM S.P.M.O.	
Diliman, Quezon City	
RECEIVED	
Ref. No. _____	_____
Date: _____	7/31/14
Time: _____	_____
By: _____	_____

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)

END-USER/UNIT: Padayon

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE / MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Expandable Envelope	50 each	2,100.00												
	Steno Notebook 6 x 9	10 each	450.00												
*	Magazine File	5 pcs.	600.00												
	A4 Bond Paper	60 ream	7,200.00												
	Alcohol	10 bot.	400.00												
	Tissue Roll	12 pack	600.00												
	LCD Cleaning Kits	3 each	380.00												
	Fax Paper	8 roll	800.00												
	Flash Drive	4 each	1,400												
	Stapler	10 each	450.00												
	Post It	32 pads	450.00												
	Glue	10 pcs.	220.00												
	Mineral Water	10 Gal.	1,200.00												

Encoded 7/31/14
Erma Olic *[Signature]*

*Lower Ground, Ang Bahay ng Alumni,
UP Diliman, Quezon City 1101*

[illegible]

Lower Ground, Ang Bahay ng Alumni,
UP Diliman, Quezon City 1101

[illegible]

UP Padayon

Lower Ground, Ang Bahay ng Alumni,
UP Diliman, Quezon City 1101

	Staple Wires	5	450.00												
*	Magazine File	5	550.00												
	Extension Cord	3	450.00												
	Air Freshener	5	600.00												
	Drinking glasses	2 sets	300.00												
	Glue Gun	2	250.00												
	Glue Stick	1 dozen	120.00												
	Anti Virus Software	1	2,500.00												
	Log Book	2	200.00												
	Clocks	1	200.00												
	Push Pins	2 Box	150.00												
	10 Lace	150 pcs.	1,700.00												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared By:


REGIE M. REYES

Submitted By:


NELSON G. CAINGHOG

Head

UNIVERSITY OF THE PHILIPPINES SYSTEM
Diliman , Quezon City


PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2014
(for Equipment)

END-USER/UNIT: UPS BUDGET OFFICE

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Ergonomic Executive chair	16 units	80,000									16			
	Window type aircon	3 units	75,000									3			
	Punch and binding machine	2 units	160,000									2			
	Server computer	1 unit	150,000									1			
	Software	25 licenses	107,000												25
	Monochrome laser printer equipment	3 units	100,000												3
	Networking equipment	4 units	36,000												4
	Optical scanner equipment	1 unit	50,000												1
	Uninterruptible power supply equipt.	4 units	20,000												4
	Desktop computer equipment	5 units	150,000					3							2
	Laptop computer equipment	1 unit	60,000												1
	Copying machine (heavy duty)	1 unit	300,000												1
			1,288,000												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:


Nestor V. Abaloyan
Supervising Administrative Officer

Submitted by:


NOREEN P. ESCULTURA
UPS BudgetDirector

Approved by Arce

JUL 30 2014

UNIVERSITY OF THE PHILIPPINES SYSTEM
Diliman , Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2014

END-USER/UNIT: UPS BUDGET OFFICE

[illegible]

UNIVERSITY OF THE PHILIPPINES SYSTEM
Diliman, Quezon City

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2014

END-USER/UNIT: UPS BUDGET OFFICE

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	SCHEDULE/MILESTONE OF ACTIVITIES											
				Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
	Computer memory modules	4 units	10,000												4
	Food during budget hearings /meetings	11 mtgs	22,000			1			1			4			5
	Repair/maintenance of equipment	various	84,000			1			1			1			1
	Ring Binder 2" x 44"	10 pcs	1,000			5							5		
	Folder Divider A4 5's/set	400 sets	10,000									400			
	Morroco Board A4 100's/ream	8 reams	1,760								8				
	CD R (recordable) w/shellcase	40 pcs	800									40			
	Ball pen - blue	60 pcs.	1,800	20						20				20	
	Ball pen - black	60 pcs.	1,800	20						20				20	
	Ball pen - red	60 pcs.	1,800	20						20				20	
			398,060												

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PPMP

Prepared by:

Nestor V. Abalayan
Nestor V. Abalayan
Supervising Administrative Officer

Submitted by:

Noreen P. Escultura
NOREEN P. ESCULTURA
UPS Budget Director

P 398,060 ch vs BUDGET MODE

BUDGET CLEARANCE

Noreen P. Escultura
NOREEN P. ESCULTURA
Budget Director

5/17/24

ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot on your area.
- For Sub - Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurementsservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **UP System Budget Office**
Region: **NCR**
Address: **Diliman, Quezon City**

Contact Person: Nestor V. Abalayan
Position: Supervising Administrative Officer
E-mail : _nvabalayan@up.edu.ph
Telephone/Mobile Nos: 09084950604

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18 watts	piece									5				5	67.27	336.35	
2. BALLAST, 36 watts	piece									5				5	72.54	362.70	
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet									5				5	36.40	182.00	
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet									5				5	14.56	72.80	
5. BATTERY, size D, alkaline, 2 pcs./packet	packet									5				5	68.12	340.60	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set													0	280.54	-	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set													0	368.94	-	
8. FLUORESCENT LAMP, tubular, 18 watts	piece									10				10	32.14	321.40	
9. FLUORESCENT LAMP, tubular, 36 watts	piece									10				10	33.85	338.50	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece													0	103.79	-	
11. FUSE, 30 amperes	piece													0	10.35	-	
12. FUSE, 60 amperes	piece													0	25.48	-	
13. STARTER, 4-40 watts	piece									5			5	10	3.73	37.30	
14. TAPE, electrical	roll									3			3	6	18.20	109.20	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box													0	520.00	-	
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box													0	818.48	-	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box													0	581.67	-	
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box													0	951.08	-	
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box													0	480.48	-	
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box													0	778.96	-	
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box													0	338.00	-	
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box													0	722.80	-	
9. COMPACT DISK CASE, 50 CDs capacity	piece													0	50.84	-	
10. COMPACT DISK DRIVE CLEANER	piece													0	64.22	-	
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece									25				25	8.79	219.75	
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece													0	16.62	-	
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece									5				5	11.70	58.50	
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece									5				5	19.96	99.80	
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece													0	292.08	-	
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece									16				16	468.00	7,488.00	
17. INK CARTRIDGE, HP 51645A (HP 45)	cart													0	1,216.86	-	
18. INK CARTRIDGE, HP C6615DA (HP 15)	cart									4			2	6	1,149.54	6,897.24	
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart													0	1,489.20	-	
20. INK CARTRIDGE, HP C6625A (HP 17)	cart													0	1,250.52	-	
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart									4			4	8	1,352.52	10,820.16	
22. INK CARTRIDGE, HP C6614D (HP 20)	cart													0	1,344.36	-	
23. INK CARTRIDGE, HP C4844A (HP 10)	cart													0	1,402.50	-	
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart													0	743.58	-	
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart													0	873.12	-	
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart													0	810.90	-	
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart													0	1,352.52	-	
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart													0	615.06	-	
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart													0	708.90	-	
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart													0	820.08	-	
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart													0	984.30	-	
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart													0	787.44	-	
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart													0	588.54	-	
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart													0	256.02	-	
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart													0	329.46	-	
36. INK CARTRIDGE, Epson T017	cart													0		-	
37. INK CARTRIDGE, Epson T018	cart													0		-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
38. INK CARTRIDGE, Lexmark # 27, colored	cart													0	1,173.00	-	
39. INK CARTRIDGE, Lexmark # 17, black	cart													0	984.30	-	
40. INK CARTRIDGE, Epson TO38	cart													0	482.46	-	
41. INK CARTRIDGE, Epson TO39	cart													0	755.82	-	
42. MOUSE, optical, USB conection type	piece									2			2	4	197.60	790.40	
43. TONER CARTRIDGE,HP C3906A	cart													0	3,063.06	-	
44. TONER CARTRIDGE,HP C3903A	cart													0	3,588.00	-	
45. TONER CARTRIDGE,HP C4092A	cart													0	2,657.10	-	
46. TONER CARTRIDGE,HP C4096A	cart													0	4,112.64	-	
47. TONER CARTRIDGE,HP C7115A	cart													0	2,523.48	-	
48. TONER CARTRIDGE,HP g2298A	cart													0	4,498.20	-	
49. TONER CARTRIDGE,HP C4127X	cart													0	5,451.90	-	
50 TONER CARTRIDGE, HP Q2613X	cart													0	4,026.96	-	
51. TONER CARTRIDGE,HP Q2612A	cart													0	2,866.20	-	
52. TONER CARTRIDGE,HP Q5942A	cart													0	6,105.72	-	
53. TONER CARTRIDGE, HP Q6511A	cart													0	5,077.56	-	
54. TONER CARTRIDGE, HP C9720A	cart													0	6,436.20	-	
55. TONER CARTRIDGE, HP C9721A	cart													0	8,710.80	-	
56. TONER CARTRIDGE, HP C9722A	cart													0	8,710.80	-	
57. TONER CARTRIDGE, HP C9723A	cart													0	8,881.60	-	
58. TONER CARTRIDGE, HP Q1338A	cart													0	6,489.60	-	
59. TONER CARTRIDGE, HP Q2610A	cart													0	4,882.18	-	
60. TONER CARTRIDGE, HP Q3960A	cart													0	3,468.00	-	
61. TONER CARTRIDGE, HP Q3961A	cart													0	4,187.10	-	
62. TONER CARTRIDGE, HP Q3962A	cart													0	4,187.10	-	
63. TONER CARTRIDGE, HP Q3963A	cart													0	4,187.10	-	
64. TONER CARTRIDGE, HP Q5949A	cart													0	2,928.42	-	
65. TONER CARTRIDGE, HP Q7553A	cart													0	3,301.74	-	
66. TONER CARTRIDGE, Lexmark 34217HR(12A8400)	cart													0	4,621.62	-	
67. TONER CARTRIDGE, Lexmark 1382920	cart													0	14,198.40	-	
68. TONER CARTRIDGE, Brother TN3060	cart													0	4,559.40	-	
69. TONER CARTRIDGE, for Kyocera Mita KM-1505/1510/1810	cart													0	3,843.84	-	
70. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart													0	2,843.56	-	
71. TONER CARTRIDGE, Samsung ML-2250D5	cart													0	4,029.00	-	
72. TONER CARTRIDGE, Samsung ML-2010D3	cart													0	2,958.00	-	
73. TONER CARTRIDGE, Kyocera TK-120	cart													0	5,254.02	-	
74. RIBBON, Epson RN 8755	cart													0	84.76	-	
75. RIBBON, Epson RN 8750	cart													0	76.75	-	
76. RIBBON, Epson RN 7754	cart													0	127.50	-	
77. RIBBON, Epson RN SO 15083/SO 15086	cart													0	724.88	-	
78. RIBBON, Epson RN SO 15327	cart													0	328.44	-	
COMMON OFFICE SUPPLIES																	
1. ACETATE, gauge #3, 50m in length	roll													0	603.20	-	
2. AIR FRESHENER, 280mL/can	can						10			10			10	30	92.56	2,776.80	
3. ALCOHOL, 70%, ethyl	bottle	10											10	20	37.70	754.00	
4. AUDIO CASSETTE TAPE, 90min. recording time	piece													0	16.12	-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack													0	91.50	-	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box			5			5			5				15	349.44	5,241.60	
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box													0	364.00	-	
8. CARTOLINA, assorted color, 20s/pack	pack													0	72.80	-	
9. CARTOLINA, white, 20s/pack	pack													0	57.20	-	
10. CHALK, white, dustless, 100 pcs/box	box													0	34.81	-	
11. CLIP, bulldog (3")	piece			10			10			10			10	40	8.42	336.80	
12. CLIP, backfold, 25mm, 12s/box	box	20					5			5			5	35	15.60	546.00	
13. CLIP, backfold, 50mm, 12s/box	box			5			5			5			5	20	43.68	873.60	
14 CLIP, backfold, 19mm, 12s/box	box	20					5			5			5	35	7.54	263.90	
15. CLIP, backfold, 32mm, 12s/box	box	20					5			5			5	35	17.42	609.70	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad													0	21.84	-	
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad													0	45.76	-	
18. COLUMNAR PAD, 16 cols, 50 gsm min.	pad													0	45.76	-	
19. COLUMNAR PAD, 18 cols, 50 gsm min.	pad													0	67.60	-	
20. COLUMNAR NOTEBOOK, 12 cols	piece													0	19.64	-	
21. CORRECTION FLUID, water based, min 15mL.	bottle													0	9.82	-	
22. DATA FILE BOX, (5"x9"x15-3/4")	box			10			10			10			10	40	64.47	2,578.80	
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece													0	67.07	-	
24. ENVELOPE, documentary (10"x15"), 500s/box	box													0	560.56	-	
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box			1						1				2	675.86	1,351.72	
26. ENVELOPE, mailing white, 500s/box	box													0	159.78	-	
27. ENVELOPE, mailing white with window, 500s	box													0	207.58	-	
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box													0	119.60	-	
29. ENVELOPE, expanding, plastic, legal size	piece													0	39.81	-	
30. ENVELOPE, documentary, A4, 500s/box	box													0	526.24	-	
31. ERASER, blackboard/whiteboard	piece													0	11.44	-	
32. ERASER, rubber	piece													0	4.68	-	
33. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece													0	83.20	-	
34. FOLDER, pressboard, plain, legal, 100s/box	pack			1			1			1			1	4	851.64	3,406.56	
35. FOLDER, tagboard, legal size, 100s/box	pack			1			1			1			1	4	413.92	1,655.68	
36. FOLDER, tagboard, A4 size, 100s/box	pack						1			1			1	3	253.76	761.28	
37. FOLDER, morocco/fancy, legal size, 50s/pack	pack													0	301.60	-	
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle			1			1			1			1	4	312.00	1,248.00	
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack			1			1			1			1	4	247.52	990.08	
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack			1			1			1			1	4	228.80	915.20	
41. GLUE, all purpose, 300 grams min.	jar									2			2	4	37.43	149.72	
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-	
43. INDEX CARD, 3"x 5", ruled both sides, 500s/pack	pack													0	44.45	-	
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack													0	99.84	-	
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"(3" x 5")	box													0	41.50	-	
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box													0	56.68	-	
47. INDEX TAB, self-adhesive, 5 sets/box	box			2			2			2			2	8	67.60	540.80	
48. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube													0	11.44	-	
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle													0	493.54	-	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
50. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece													0	44.61	-	
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece													0	49.56	-	
52. MAP PIN, round head, 100s/box	box													0	36.40	-	
53. MARKER, fluorescent, 3 colors/set	set			2			2			2			2	8	41.60	332.80	
54. MARKING PEN, whiteboard, black	piece			4			4			4			4	16	15.08	241.28	
55. MARKING PEN, whiteboard, blue	piece			4			4			4			4	16	15.08	241.28	
56. MARKING PEN, whiteboard, red	piece			4			4			4			4	16	13.50	216.00	
57. MARKER, permanent, black	piece			4			4			4			4	16	13.50	216.00	
58. MARKER, permanent, blue	piece			4			4			4			4	16	13.50	216.00	
59. MARKER, permanent, red	piece			4			4			4			4	16	13.50	216.00	
60. MARKING PEN, for transparency	set													0	84.24	-	
61. NOTE BOOK, stenographer's, 40 leaves	piece													0	7.49	-	
62. NOTE PAD, (3"x3"), 100 sheets/pad	pad			10			10			10			10	40	36.40	1,456.00	
63. NOTE PAD, (3"x4"), 100 sheets/pad	pad													0	52.00	-	
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad													0	112.32	-	
69. NOTE PAD, (2"x3"), 100 sheets/pad	pad													0	31.20	-	
66. OIL, for general purpose, 120 mL	bottle													0	30.99	-	
67. PAPER, bond, Premium Grade,210mm x 297mm (A4), 70 gsm	ream													0	104.80	-	
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream													0	56.06	-	
70. PAPER, mimeo,WhiteWove, 210mm x 297mm (A4)	ream													0	145.60	-	
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream		75				75			75			75	300	144.35	43,305.00	
72. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm	ream			10			10			10			10	40	194.66	7,786.40	
73. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad													0	20.57	-	
74. PAPER, thermal,210mmx30M, 1/2" core	roll													0	36.40	-	
75. PAPER, thermal, 216mmx30M, 1/2" core	roll													0	37.44	-	
76. PAPER,multicopy, 210mm x 297mm(A4), 80gsm	ream													0	139.32	-	
77. PARCHMENT PAPER, A4 size, 80 gsm,100sheets/pack	ream													0	161.20	-	
78.PAPER FASTENER, for paper, metal, 50 sets/box	box			5			5			5			5	20	82.04	1,640.80	
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box			2			2			2			2	8	15.60	124.80	
80. PAPER CLIP, gem type, 32mm, 100s/box	box			2			2			2			2	8	8.84	70.72	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box			2			2			2			2	8	24.89	199.12	
82. PENCIL, mechanical, for 0.5mm lead	piece													0	18.20	-	
83. PUSH PIN, flat head type, assorted colors, 100s/box	box													0	30.00	-	
84. RECORD BOOK, 300 pages, smyth sewn	book													0	50.44	-	
85. RECORD BOOK, 500 pages, smyth sewn	book			10			10			10			10	40	88.40	3,536.00	
86. RIBBON, nylon, manual typewriter	spool			1			1			1			1	4	15.81	63.24	
87. RIBBON, nylon, for Kitano Bundy Clock	piece													0	644.80	-	
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece													0	468.00	-	
89. RING BINDER, (1/2"x44"), plastic	piece			10			10			10			10	40	4.37	174.80	
90. RING BINDER, (3/4"x44"), plastic	piece			10			10			10			10	40	12.48	499.20	
91. RING BINDER, (1" x 44"), plastic	piece			10			10			10			10	40	12.48	499.20	
92. RING BINDER, (2" x 44"), plastic	piece			10			10			10			10	40	28.13	1,125.20	
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box			1			1			1			1	4	132.68	530.72	

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94. RULER, plastic, 300mm	piece													0	3.64	-
95. RULER, plastic, 450mm	piece													0	36.40	-
96. SIGN PEN, black	piece			10			10			10			10	40	41.48	1,659.20
97. SIGN PEN, blue	piece			20						10			10	40	41.48	1,659.20
98. SIGN PEN, red	piece			10			10			10			10	40	41.48	1,659.20
99. STAMP PAD INK, violet, 50mL	bottle			1			1			1			1	4	27.04	108.16
100. STAMP PAD, felt pad, min 60mm x 100mm	piece			1			1			1			1	4	24.96	99.84
101. STAPLE WIRE, standard, #35	box			5			5			5			5	20	25.98	519.60
102. TAPE, adding machine, GSP bond	roll													0	10.66	-
103. TAPE, masking, 24mm, 50 meters length	roll			10			10			10			10	40	41.60	1,664.00
104. TAPE, masking, 48mm, 50 meters length	roll													0	83.82	-
105. TAPE, transparent, 24mm, 50 meters	roll													0	10.87	-
106. TAPE, transparent, 48mm, 50 meters	roll			10			10			10			10	40	20.38	815.20
107. TAPE, packaging, 48mm, 50 meters length	roll			10			10			10			10	40	19.24	769.60
108. TIME CARD, for Amano Bundy Clock,100s/bndl	bundle													0	97.76	-
109. TIME CARD, for Kitano Time Recorder,100s/bndl	bundle			2			2			2			2	8	87.36	698.88
110. TOILET TISSUE, 12 rolls/pack	pack			10			10			10			10	40	61.15	2,446.00
111. TWINE, plastic, one kilo per roll	roll			1						1				2	57.20	114.40
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll													0	166.40	-
COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack									1			1	2	10.40	20.80
2. CUTTER, heavy duty	piece									4			4	8	27.04	216.32
3. PUNCHER, heavy duty	piece									2			2	4	114.40	457.60
4. SCISSORS, (6")	pair									4			4	8	18.72	149.76
5. SHARPENER, single cutterhead	piece									2				2	147.35	294.70
6. STAMPING DATER, self-inking stamp	piece													0	436.80	-
7. STAPLER, heavy duty, standard	piece													0	162.84	-
8. STAPLE REMOVER, twin jaws	piece													0	19.64	-
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece									2			2	4	40.23	160.92
10. WASTE BASKET, plastic	piece									2			2	4	20.99	83.96
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece													0	14.56	-
2. BROOM, soft (tambo)	piece													0	119.60	-
3. BROOM, STICK (tingting)	piece													0	19.76	-
4. CLEANSER, powder, 350gms.	canister													0	17.32	-
5. DETERGENT POWDER, all purpose, 500gms.	pouch													0	17.16	-
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar													0	23.92	-
7. DISINFECTANT SPRAY, 400 grams net content	can													0	239.20	-
8. DUST PAN, non-rigid plastic, with detachable handle	piece													0	26.00	-
9. FLOOR WAX, paste, natural, 2kgs.	can													0	306.80	-
10. FLOOR WAX, paste, red, 2kgs.	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75L	can													0	331.50	-
12. FURNITURE CLEANER, 300mL/can min	can													0	112.32	-

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13. INSECTICIDE, 600mL (420g) /can	can													0	116.48	-	
14. MOPHANDLE, screw type, wooden handle	piece													0	83.20	-	
15. MOPHEAD, 100% rayon, 400g	piece													0	71.76	-	
16. RAG, COTTON, (7") in diameter	kilo													0	43.68	-	
17. SCOURING PAD, economy size	pack													0	131.96	-	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle													0	62.40	-	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box													0	33.28	-	
20. TRASHBAG, plastic, black, (XL)	roll													0	103.79	-	
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream													0	119.22	-	
2. PAPER, mimeo, Groundwood	ream													0	91.52	-	
3. PAPER, mimeo, Whitewove	ream													0	120.02	-	
4. PAPER, for PPC	ream													0	173.33	-	
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-	
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit													0	1,144.00	-	
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-	
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-	
4. FILING CABINET, four(4) drawers, three (3) drawers + one (1) safe, plain finish, gauge 20	unit													0	13,497.12	-	
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit													0	12,155.52	-	
6.. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit													0	1,892.80	-	
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit													0	925.60	-	
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit													0	341.12	-	
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit													0	161.08	-	
10. CHAIR, monobloc, without armrest,beige/white	unit													0	239.20	-	
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit													0	19,552.00	-	
12. ELECTRIC FAN, orbit type	unit													0	1,346.26	-	
13. ELECTRIC FAN, with stand	unit													0	764.40	-	
14. ELECTRIC FAN, wall type	unit													0	745.68	-	
15. INDUSTRIAL FAN, 18" metal blade	unit													0	934.84	-	
16. FACSIMILE TRANSCIEVER, uses thermal paper	unit													0	4,451.20	-	

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50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover																	
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit													0	1,130.48	-	
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit													0	4,726.80	-	
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit													0	24,939.20	-	
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													0	8,838.96	-	
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit													0	6,238.96	-	
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit													0	28,672.80	-	
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit													0	35,859.20	-	
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual ribbons, cables and manual, Epson LX-300+	unit													0	7,124.00	-	
25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit													0	4,139.20	-	
26. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2190	unit													0	30,992.00	-	
27. PUNCHING/BINDING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching width adjustable to any format, binds 425 sheets or up to 2" thick, all metal construction	unit													0	10,398.96	-	
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit													0	1,653.60	-	
29. TIME RECORDER, (for attendance), electronic, stylish/compact design, large display, 2-color ribbon, with dot matrix printer, bell and buzzer, wall or desk mount, 220 volts	unit													0	6,188.00	-	
30. UNINTERRUPTIBLE POWER SUPPLY(UPS) line interactive topology,with sealed maintenance free batteries, 520VA-600VA	unit									2			2	4	2,038.40	8,153.60	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece														0	32.24	-
b. Procurement of Civil Works, 139-149 pages	piece														0	37.65	-
c. Procurement of Consulting Services, 139-149 pages	piece														0	22.36	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece														0	88.40	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece														0	32.40	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece														0	13.52	-
HANDBOOK ON GENERIC PROCUREMENT	set														0	130.00	-
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four																	-
(4) volumes as follows:																	-
Volume I (103 pages) - white color																	-
Volume II (138 pages) - light blue color																	-
Volume III (124 pages) - light yellow color																	-
Volume IV (118 pages) - light green color																	-
OTHER CONSUMABLES																	
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart														0	981.24	-
2. INK CARTRIDGE, HP C4815A(HP 13), cyan	cart														0	981.24	-
3. INK CARTRIDGE, HP C4816A (HP 13), magenta, 14 ml	cart														0	981.24	-
4. INK CARTRIDGE, HP C4817A (HP 13), yellow , 14 ml	cart														0	981.24	-
5. INK CARTRIDGE, HP C4836A(HP 11), cyan 28 ml	cart														0	1,332.12	-
6. INK CARTRIDGE, HP C4837A (HP 11), magenta, 28 ml	cart														0	1,332.12	-
7. INK CARTRIDGE, HP C483A(HP 11) , yellow 28 ml	cart														0	1,332.12	-
8. INK CARTRIDGE, HP C4906AA (HP940), black	cart														0	973.08	-
9. INK CARTRIDGE, HP C4906AA(HP 940XL), black	cart														0	1,346.40	-
10. INK CARTRIDGE, HPC4907AA(HP 940XL), cyan	cart														0	973.08	-
11. INK CARTRIDGE, HP C4908AA(HP 940XL), magenta	cart														0	973.08	-
12. INK CARTRIDGE, HP C4909AA(HP 940XL), yellow	cart														0	973.08	-
13. INK CARTRIDGE, HP C4936A(HP 18), black	cart														0	809.88	-
14. INK CARTRIDGE, HP C4937A(HP 18) , cyan	cart														0	606.90	-
15. INK CARTRIDGE, HP C4938A(HP 18) , magenta	cart														0	606.90	-
16. INK CARTRIDGE, HP C4939A (HP18) , yellow	cart														0	606.90	-
17. INK CARTRIDGE, HP C8721A (HP 02), black , 10 ml	cart														0	737.46	-
18. INK CARTRIDGE, HP C8767WA(HP96), black , 21 ml	cart														0	1,230.12	-
19. INK CARTRIDGE, HP C8771WA(HP 02), cyan , 4 ml	cart														0	393.72	-
20. INK CARTRIDGE, HP C8772WA(HP 02), magenta, 3.5 ml	cart														0	393.72	-
21. INK CARTRIDGE, HP C8773WA(HP 02), yellow, 6 ml	cart														0	393.72	-
22. INK CARTRIDGE, HP C8774WA(HP 02), light cyan , 5.5 ml	cart														0	393.72	-
23. INK CARTRIDGE, HP C8775WA(HP 02), light magenta , 5.5 ml	cart														0	393.72	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
															0	1,365.78	-
24. INK CARTRIDGE, HP C9363WA (HP 97), tricolor , 14 ml	cart														0	682.38	-
25. INK CARTRIDGE, HP C9364WA (HP 98), black , 11 ml	cart														0	973.08	-
26. INK CARTRIDGE, HP C9391A(HP 88XL), cyan , 17 ml	cart														0	973.08	-
27. INK CARTRIDGE, HP C9392A(HP 88XL), magenta 17 ml	cart														0	973.08	-
28. INK CARTRIDGE, HP C9393A(HP 88XL), yellow 17 ml	cart														0	1,363.74	-
29. INK CARTRIDGE, HP C9396A(HP 88XL), black 58.5 ml	cart														0	467.12	-
30. INK CARTRIDGE, HP CB316WA(HP 564), black	cart														0	390.66	-
31. INK CARTRIDGE, HP CB317WA(HP 564), photo	cart														0	390.66	-
32. INK CARTRIDGE, HP CB318WA(HP 564), cyan	cart														0	390.66	-
33. INK CARTRIDGE, HP CB319WA(HP 564), magenta	cart														0	390.66	-
34. INK CARTRIDGE, HP CB320WA (HP 564), yellow	cart														0	628.32	-
35. INK CARTRIDGE, HP CB335WA(HP74), black , 4.5 ml	cart														0	1,232.16	-
36. INK CARTRIDGE, HP CB336WA (HP74XL), black , 18 ml	cart														0	722.16	-
37. INK CARTRIDGE, HP CB337WA (HP75),tricolor, 3.5 ml	cart														0	1,365.78	-
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart														0	588.54	-
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart														0	1,177.08	-
40. INK CARTRIDGE, HP CC641WA (HP60XL), black 12 ml	cart														0	706.86	-
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart														0	1,374.96	-
42. INK CARTRIDGE, HP CC644WA (HP60XL), tricolor , 11 ml	cart														0	589.86	-
43. INK CARTRIDGE, HP CC653AA (HP 901), black officejet , 4 ml	cart														0	903.72	-
44. INK CARTRIDGE, HP CC656AA(HP 901), tricolor officejet, 9 ml	cart														0	984.30	-
45. INK CARTRIDGE, HP CC660AA(HP702), black, 20 ml	cart														0	332.32	-
46. INK CARTRIDGE, HP CD887AA (HP703), black deskjet	cart														0	322.32	-
47. INK CARTRIDGE, HP CD888AA(HP 703), tricolor deskjet	cart														0	747.66	-
48. INK CARTRIDGE, HP CD971AA (HP 920), black	cart														0	561.00	-
49. INK CARTRIDGE, HP CD972AA (HP920XL), cyan	cart														0	561.00	-
50. INK CARTRIDGE, HP CD973AA (HP920XL), magenta	cart														0	561.00	-
51. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow	cart														0	1,122.00	-
52. INK CARTRIDGE, HP CD975AA (HP920XL), black	cart														0	332.32	-
53. INK CARTRIDGE, HP CN692AA(HP 704), black	cart														0	332.32	-
54. INK CARTRIDGE, HP CN693AA (HP704), tricolor	cart														0	1,550.40	-
55. INK CARTRIDGE, Brother LC67HYBK, black	cart														0	938.40	-
56. INK CARTRIDGE, Brother LC67HYC, cyan	cart														0	938.40	-
57. INK CARTRIDGE, Brother LC67HYM, magenta	cart														0	938.40	-
58. INK CARTRIDGE, Brother LC67HY, yellow	cart														0	681.36	-
59. INK CARTRIDGE, Brother LC 39BK, black	cart														0	453.90	-
60. INK CARTRIDGE, Brother LC 39Y, yellow	cart														0	453.90	-
61. INK CARTRIDGE, Brother LC 39C, cyan	cart														0	453.90	-
62. INK CARTRIDGE, Brother LC 39M, magenta	cart														0	984.30	-
63. INK CARTRIDGE, Lexmark Black #14, PN 18C2090A	cart														0	1,221.96	-
66. INK CARTRIDGE, Lexmark Color #15, PN 18C2110A	cart														0	2,075.70	-
67. INK CARTRIDGE, Lexmark Photo #31, PN 18C0031A	cart														0	1,662.60	-
68. INK CARTRIDGE, Lexmark Black #34, PN 18C0034A	cart														0	2,009.40	-
69. INK CARTRIDGE, Lexmark Color #35, PN 18C0035A	cart														0		-
70. INK CARTRIDGE, Epson C13T028091, black, for printer Stylus C60/CX3100	cart														0	1,138.32	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
															0	1,039.38	-
71. INK CARTRIDGE, Epson C13T029091, color, for printer Stylus C60/ C50/ CX3100	cart														0	1,228.08	-
72. INK CARTRIDGE, Epson C13T032190, black, for printer Stylus C80/C82/ CX5100	cart														0	586.50	-
73. INK CARTRIDGE, Epson C13T032290, Cyan, for printer Stylus C80	cart														0	586.50	-
74. INK CARTRIDGE, Epson C13T032390, Magenta, for printer Stylus C80	cart														0	586.50	-
75. INK CARTRIDGE, Epson C13T032490, Yellow, for printer Stylus C80	cart														0	482.46	-
76. INK CARTRIDGE, Epson C13T038190, black, for printer Stylus C41SX/UX	cart														0	850.68	-
77. INK CARTRIDGE, Epson C13T038191, black, for printer Stylus C41SX/UX (Double Pack)	cart														0	755.82	-
78. INK CARTRIDGE, Epson C13T039090, color, for printer Stylus C41SX/UX	cart														0	534.48	-
79. INK CARTRIDGE, Epson C13T042290, Cyan, for printer Stylus C82/CX5100	cart														0	534.48	-
80. INK CARTRIDGE, Epson C13T042390, Magenta, for printer Stylus C82/CX5100	cart														0	534.48	-
81. INK CARTRIDGE, Epson C13T042490, Yellow, for printer Stylus C82/CX5100	cart														0	614.04	-
82. INK CARTRIDGE, Epson C13T046190, black, for printer Stylus C63/C83	cart														0	378.42	-
83. INK CARTRIDGE, Epson C13T047290, Cyan, for printer Stylus C63/C83	cart														0	378.42	-
84. INK CARTRIDGE, Epson C13T047390, Magenta, for printer Stylus C63/C83	cart														0	378.42	-
85. INK CARTRIDGE, Epson C13T047490, Yellow, for printer Stylus C63/C83	cart														0	628.32	-
86. INK CARTRIDGE, Epson C13T062190, black, High Cap, for printer Stylus CX3700/4700/C67	cart														0	482.46	-
87. INK CARTRIDGE, Epson C13T063190, black, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	387.60	-
88. INK CARTRIDGE, Epson C13T063290, Cyan, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	387.60	-
89. INK CARTRIDGE, Epson C13T063390, Magenta, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	387.60	-
90. INK CARTRIDGE, Epson C13T063490, Yellow, Std Cap, for printer Stylus CX3700/4700/C67	cart														0	288.66	-
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart														0	288.66	-
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart														0	288.66	-
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart														0	288.66	-
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart														0	288.66	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
95. INK CARTRIDGE, Epson C13T103190, Black, for printer Stylus T40W/TX600FW	cart													0	849.66	-
96. INK CARTRIDGE, Epson C13T103290, Cyan, for printer StylusT40W/TX600FW	cart													0	566.10	-
97. INK CARTRIDGE, Epson C13T103390, Magenta, for printer Stylus T40W/TX600FW	cart													0	566.10	-
98. INK CARTRIDGE, Epson C13T103490, Yellow, for printer Stylus T40W/TX600FW	cart													0	566.10	-
99. INK CARTRIDGE, Epson C13T104190, black, for printer C110, CX7300/8300, TX200/400, Pigment High Cap	cart													0	566.10	-
100. INK CARTRIDGE, Epson C13T104193, Black, for printer C110, CX7300/8300, TX200/400 Pigment High Cap - Double Pack	cart													0	943.50	-
101. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
102. INK CARTRIDGE, Epson C13T105290, Cyan, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550 W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart													0	424.32	-
103. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
104. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX 8300/CX9300F, Pigment - 73N	cart													0	424.32	-
105. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
106. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
107. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-
108. INK CARTRIDGE, Epson C13T107490, Yellow, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart													0	279.48	-

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109. INK CARTRIDGE, Epson C13T111190, Black, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
110. INK CARTRIDGE, Epson C13T111290, Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
111. INK CARTRIDGE, Epson C13T111390, Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
112. INK CARTRIDGE, Epson C13T111490, Yellow, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
113. INK CARTRIDGE, Epson C13T111590, Light Cyan, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
114. INK CARTRIDGE, Epson C13T111690, Light Magenta, for printer Stylus Photo R270/ 290/390/RX590, High Cap	cart													0	940.44	-
115. INK CARTRIDGE, Epson C13T112190, Black, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
116. INK CARTRIDGE, Epson C13T112290, Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
117. INK CARTRIDGE, Epson C13T112390, Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
118. INK CARTRIDGE, Epson C13T112490, Yellow, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
119. INK CARTRIDGE, Epson C13T112590, Light Cyan, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
120. INK CARTRIDGE, Epson C13T112690, Light Magenta, for printer Stylus Photo R270/290/390, RX590, Std Cap	cart													0	656.88	-
121. INK CARTRIDGE, Epson C13T141190, Black, for ME 32/320/620F - 141	cart													0	302.94	-
122. INK CARTRIDGE, Epson C13T141290, Cyan, for ME 32/320/620F - 141	cart													0	302.94	-
123. INK CARTRIDGE, Epson C13T141390, Magenta, for ME 32/320/620F - 141	cart													0	302.94	-
124. INK CARTRIDGE, Epson C13T141490, Yellow, for ME 32/320/620F - 141	cart													0	302.94	-
125. INK CARTRIDGE, Epson C13T143190, Black, for printer ME 960FWD/900WD - 143	cart													0	576.30	-
126. INK CARTRIDGE, Epson C13T143290, Cyan, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
127. INK CARTRIDGE, Epson C13T143390, Magenta, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
128. INK CARTRIDGE, Epson C13T143490, Yellow, for printer ME Office 960FWD/ 900WD - 143	cart													0	453.90	-
129. TONER CARTRIDGE, HP C3906F, black	cart													0	3,063.06	-
130. TONER CARTRIDGE, HP CB435A, black	cart													0	2,491.86	-
131. TONER CARTRIDGE, HP CB436A, black	cart													0	2,924.34	-
132. TONER CARTRIDGE, HP CB540A, black	cart													0	2,886.60	-
133. TONER CARTRIDGE, HP CB541A, cyan	cart													0	2,652.00	-
134. TONER CARTRIDGE, HP CB542A, yellow	cart													0	2,652.00	-
135. TONER CARTRIDGE, HP CB543A, magenta	cart													0	2,652.00	-

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136. TONER CARTRIDGE, HP CC364A, black	cart													0	6,324.00	-
137. TONER CARTRIDGE, HP CC530A, black	cart													0	5,064.30	-
138. TONER CARTRIDGE, HP CC531A, cyan	cart													0	4,750.14	-
139. TONER CARTRIDGE, HP CC532A, yellow	cart													0	4,750.14	-
140. TONER CARTRIDGE, HP CC533A, magenta	cart													0	4,750.14	-
141. TONER CARTRIDGE, HP CE250A, black	cart													0	5,254.02	-
142. TONER CARTRIDGE, HP CE251A, cyan	cart													0	10,348.92	-
143. TONER CARTRIDGE, HP CE252A, yellow	cart													0	10,348.92	-
144. TONER CARTRIDGE, HP CE253A, magenta	cart													0	10,348.92	-
145. TONER CARTRIDGE, HP CE255A, black	cart													0	6,233.22	-
146. TONER CARTRIDGE, HP CE260A, black	cart													0	6,157.74	-
147. TONER CARTRIDGE, HP CE261A, cyan	cart													0	11,185.32	-
148. TONER CARTRIDGE, HP CE262A, yellow	cart													0	11,185.32	-
149. TONER CARTRIDGE, HP CE263A, magenta	cart													0	11,185.32	-
150. TONER CARTRIDGE, HP CE278A, black	cart									2			2	4	3,011.04	12,044.16
151. TONER CARTRIDGE, HP CE285A, black	cart									2	2	2	2	8	2,655.06	21,240.48
152. TONER CARTRIDGE, HP CE505A, black	cart													0	3,590.40	-
153. TONER CARTRIDGE, HP CE505X, high cap, black	cart													0	6,592.26	-
154. TONER CARTRIDGE, HP Q6000A, black	cart													0	3,115.08	-
155. TONER CARTRIDGE, HP Q6001A, cyan	cart													0	3,395.58	-
156. TONER CARTRIDGE, HP Q6002A, yellow	cart													0	3,395.58	-
157. TONER CARTRIDGE, HP Q6003A, magenta	cart													0	5,420.28	-
158. TONER CARTRIDGE, HP Q6470A, black	cart													0	5,389.68	-
159. TONER CARTRIDGE, HP Q6471A, cyan	cart													0	5,389.68	-
160. TONER CARTRIDGE, HP Q6472A, yellow	cart													0	5,389.68	-
161. TONER CARTRIDGE, HP Q6473A, magenta	cart													0	6,977.82	-
162. TONER CARTRIDGE, HP Q7581A, cyan	cart													0	6,977.82	-
163. TONER CARTRIDGE, HP Q7582A, yellow	cart													0	6,977.82	-
164. TONER CARTRIDGE, HP Q7583A, magenta	cart													0	4,222.80	-
165. TONER CARTRIDGE, Brother TN-155BK, black	cart													0	5,661.00	-
166. TONER CARTRIDGE, Brother TN-155M, magenta	cart													0	5,661.00	-
167. TONER CARTRIDGE, Brother TN-155Y, yellow	cart													0	5,661.00	-
168. TONER CARTRIDGE, Brother TN-155C, cyan	cart													0	2,601.00	-
169. TONER CARTRIDGE, Brother TN-2025	cart													0	1,785.00	-
170. TONER CARTRIDGE, Brother TN-2130	cart													0	3,264.00	-
171. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart													0	5,967.00	-
172. TONER CARTRIDGE, Lexmark X340A11G	cart													0	11,776.92	-
173. TONER CARTRIDGE, Lexmark E360H11P	cart													0	6,684.06	-
174. TONER CARTRIDGE, Lexmark E450A11P	cart													0	9,445.20	-
175. TONER CARTRIDGE, Lexmark T650A11P	cart													0	25,586.70	-
176. TONER CARTRIDGE, Lexmark T650H11P	cart													0	3,112.02	-
177. TONER CARTRIDGE, Developer, Epson C13SO50005, for printer EPL-5500	cart													0	3,112.02	-

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
178. TONER CARTRIDGE, Developer, Epson C13S050010, for printer EPL-5700L/5800	cart													0	5,095.92	-	
179. TONER CARTRIDGE, Developer, Epson C13S050087, for printer EPL-5900/5900L	cart													0	5,194.86	-	
180. TONER CARTRIDGE, Developer, Epson C13S050166, 6K, for printer EPL-6200	cart													0	5,053.08	-	
181. TONER CARTRIDGE, Developer, Epson C13S050167, 3K, for printer EPL-6200/6200L	cart													0	3,211.98	-	
182. TONER CARTRIDGE,Epson C13S050440, Std Cap, for printer AL-M2010D/DN	cart													0	5,389.68	-	
183. TONER CARTRIDGE, Developer, Epson C13S050520, 1.8K, for printer AL-M1200	cart													0	3,542.46	-	
184. TONER CARTRIDGE, Developer, Epson C13S050521, 3.2K, for printer AL-M1200	cart													0	5,241.78	-	
185. TONER CARTRIDGE, Samsung Part No. SCX-D655A for printer model MFP 6545	cart													0	10,200.00	-	
186. TONER CARTRIDGE, Samsung Part No. ML D3050B for printer ML-D3050 / ML-D3051	cart													0	6,987.00	-	
187. TONER CARTRIDGE, Samsung Part No. ML T-D105L, for printer ML 2580n	cart													0	2,805.00	-	
188. TONER CARTRIDGE, Samsung Part No. ML D2850B, for printer ML D2851ND	cart													0	4,768.50	-	
189. TONER CARTRIDGE, Samsung Part No. ML TD104-S, for Samsung ML 1660	cart													0	2,978.40	-	
190. RIBBON CARTRIDGE, for Fujitsu DL3850	cart													0	449.80	-	
191. RIBBON CARTRIDGE, for OKI ML 1120	cart													0	7,124.00	-	
192. RIBBON CARTRIDGE, Lexmark 11A3550 for Printer Models 23xx series	cart													0	1,142.40	-	
193. RIBBON CARTRIDGE, Epson C13S015505 for printer DFX-9000	cart													0	1,129.14	-	
194. RIBBON CARTRIDGE, Epson C13S015506(7753) Fabric, for printer LQ 300/300+II & 580	cart													0	119.34	-	
195. RIBBON CARTRIDGE, Epson C13S015508(S015016), black, for printer LQ 670/680/680Pro	cart													0	344.76	-	
196. RIBBON CARTRIDGE, Epson C13S015568, Color, for printer LX-300	cart													0	1,224.00	-	
197. RIBBON CARTRIDGE, Epson C13S015577(#8766), for printer DFX-5000+/ 8000/8500 Black Ribbon (S015055)	cart													0	940.44	-	
198. RIBBON CARTRIDGE, Epson C13S015587, black for printer DLQ-3000/3000+/3500	cart													0	1,030.20	-	
199. RIBBON CARTRIDGE, Epson C13S015589(S015337), for printer LQ-590	cart													0	373.32	-	
200. PRINTHEAD, HP 11, black, C4810A, 8 ml	cart													0	1,365.78	-	
201. PRINTHEAD, HP 11, cyan, 8 ml	cart													0	1,365.78	-	
202. PRINTHEAD, HP 11, magenta C4812A, 8 ml	cart													0	1,365.78	-	
203. PRINTHEAD, HP 11 yellow, 8 ml	cart													0	4,120.80	-	
204. Photoconductor Kit, Lexmark PN 12A8302	cart													0	2,295.00	-	
205. Photoconductor Kit, Lexmark PN E260X22G	cart													0	2,295.00	-	
206. Photoconductor Kit, Lexmark PN E250X22G	cart													0	2,295.00	-	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
207. PHOTOCONDUCTOR UNIT, Epson C13S051099, for printer EPL 6200/6200L	cart														0	3,391.50	-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories															0		-
Toner for Panasonic KXFP 372 Fax Machine															0		-
Scanner (Flatbed)															0		-
LCD															0		-
LCD Projector															0		-
Vacuum Cleaner															0		-
Computer (10 GB Ram; 1Terrabyte Memory)															0		-
7															0		-
8															0		-
9															0		-
10																	
Office Supplies															0		-
A3 Paper (80 gsm)															0		-
Tracing Paper 8.5" X 11" (60-65gsm)															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10																	
Audio and visual presentation and composing equipment															0		-
1															0		-
2															0		-
3															0		-
4															0		-
5															0		-
6															0		-
7															0		-
8															0		-
9															0		-
10																	
Photographic or filming or video equipment															0		-
1															0		-
2															0		-
3															0		-
4															0		-
5																	

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Supplies														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
Computer Equipment and Accessories														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-
*Other Categories														0		-
1														0		-
2														0		-
3														0		-
4														0		-
5														0		-
6														0		-
7														0		-
8														0		-
9														0		-
10														0		-

171,226.36

***GRAND TOTAL:

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:


*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.


Prepared by:


Nestor V. Abaloyan
Supervising Administrative Officer
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

Susan C. Sanchez
OIC Accounting Office
Accountant /
Local Budget Officer

Approved:


Noreen P. Escultura
Director
Head of Office/Agency

Date Prepared: July 3, 2014

P171,226.36 CR VS BUDGET MODE

BUDGET CLEARANCE


NOREEN P. ESCULTURA
Budget Director

7/7/24

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

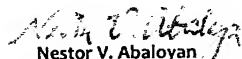
*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:



Nestor V. Abaloyan
Supervising Administrative Officer
Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Susan C. Sanchez
OIC Accounting Office
Accountant /
Local Budget Officer

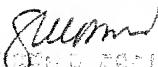
Approved:


Noreen P. Escultura
Director
Head of Office/Agency

Date Prepared: July 3, 2014

P171,226.36 ch vs BUDGET MODE

BUDGET CLEARANCE


NOREEN P. ESCULTURA
Director

July 12/24



UNIVERSITY OF THE PHILIPPINES

System Accounting Office

Telefax: 929-46-20 Trunkline: 981-85-00 local 4253/4254

REFERRED TO:

- ☐ Vice- President for Academic Affairs
- ☐ Vice- President for Planning and Finance
- ☐ Vice- President for Administration
- ☐ Vice- President for Public Affairs
- ☐ Vice- President for Legal Affairs
- ☐ Vice- President for Development
- ☐ AVP for Planning and Finance
- ☐ Secretary of the University (BOR)
- ☐ Chancellor _____
- ☐ Vice- Chancellor _____
- ☐ University General Council _____
- ☐ UPS Budget Office _____
- ☐ UPS Cash Office _____
- ☒ **UPS SPMO Mr. Isagani Bagus**
- ☐ Dean Director _____
- ☐ _____

FOR

- ☐ Appropriate Action
- ☐ Comments/ Recommendation
- ☐ Implementation
- ☐ Notification/ reply to party (furnish us copy)
- ☐ Preparation of draft/reply letter
- ☐ Coding/deposit/preparation of receipt
- ☐ Investigation/verification and report
- ☐ Follow-up (tracer)
- ☐ Information
- ☐ Others _____

REFERENCE SLIP

REMARKS

Dear Sir Ghani,

07 April 2014

We are pleased to submit the Annual Procurement Plan of the UP System Accounting Office for CY 2014.

MOOE had been certified by UP S Budget Office with regard to its availablitiy of funds except for the Equipment Outlay.

UP SYSTEM S.P.M.O.
Diliman, Quezon City

RECEIVED

Ref. No. _____
Date: 07/14
Time: 2:07 PM
By: ERMA

Thank you,

Susan C. Sanchez
Susan C. Sanchez
System Accounting Office OIC

University of the Philippines System
Office: UP System Accounting
Address: Magsaysay Avenue Alumni Center
Quezon City

Contact Person: Ms. Susan C. Sanchez
Position: OIC UP System Accounting Office
E-mail: suechez@yahoo.com
Telephone No: 929-4620 loc. 4253

Item & Specifications	Unit of Measurement	Quantity Requirement (2014)														Price (7/17/14)	Total Amount
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
ELECTRICAL SUPPLIES																	
1. BATTERY AA	packet		2				1				2			5	20.15	100.75	
2. BATTERY AAA	packet	3											3	15.08	45.24		
3. FLOURESCENT TUBE 36W	piece			10				10					20	36.06	721.20		
4. STARTER 4-40 WATTS	piece	10						10					20	5.10	102.00		
COMPUTER SUPPLIES																	
1. CD RECORDABLE	piece			30									30	9.88	296.40		
2. CD REWRITABLE	piece			5				5			5		15	16.07	241.05		
3. FLASH DRIVE 16GB	piece			2			2				2		6	504.40	3,026.40		
4. Continous form 1ply 11"x9-1/2",2000	box		2					2				2	6	612.64	3,675.84		
5. Continous form 1ply 11"x14-7/8",2000	box		2					2				2	6	818.48	4,910.88		
6. Continous form 3ply 11"x9-1/2",1000	box	2		2		2		2		2			10	707.96	7,079.60		
7. Continous form 2ply 11",14-7/8",1000	box	2		2		2		2		2			10	951.08	9,510.80		
8. Continous form 2ply 11",9-1/2",500	box		2					2				3	7	480.48	3,363.36		
OFFICE SUPPLIES																	
1. ALCOHOL	bottle			10							10		20	38.22	764.40		
2. CLIP, BACKFOLD 25mm	box			5			5				5		15	10.95	164.25		
3. CLIP, BACKFOLD 50mm	box							5					5	42.12	210.60		
4. CORRECTION TAPE	piece	10					20				10		40	20.75	830.00		
5. ENVELOPE LONG DOCUMENTARY	box	1						1					2	496.41	992.82		
6. ENVELOPE A4 DOCUMENTARY	box	1						1			1		3	403.52	1,210.56		
7. FOLDER TBOARD LEGAL SIZE	pack				3					3			6	219.41	1,316.46		
8. FOLDER A4 SIZE	pack				5					5			10	200.68	2,006.80		
9. MARKER STABILO	set				3					3			6	36.96	221.76		
10. MARKER permanent BLUE	piece			10						10			20	11.84	236.80		
11. NOTE PAD, (2"x3")	pad			10				10				10	30	32.24	967.20		
12. NOTE PAD, (3"x3")	pad			5				5				5	15	35.61	534.15		
13. NOTE PAD, (3x4")	pad			5				5				5	15	44.38	665.70		
14. PAPER-MULTICOPYA4	ream	40		30		30		30		40		40	210	112.47	23,618.70		
15. FASTENER METAL APPLE	box			5				5			5		15	83.01	1,245.15		
16. RULER, PLASTIC, 300mm	piece				2			2			2		6	2.08	12.48		
17. STAMP PAD	piece			2				2			2		6	23.39	140.34		
18. STAPLE WIRE	box	5			5			5			5		20	19.21	384.20		
19. TAPE Adding Machine	roll			1				1			1		3	9.73	29.19		
20. TAPE, transparent, 24mm	roll			5				5			5		15	15.39	230.85		
21. TAPE, packaging, 48mm	roll	2						2				2	6	30.99	185.94		
22. TOILET TISSUE, 12 rolls/pck	pack	16			16			16			16		64	71.54	4,578.56		

Encoded ESOLIS
AUG 11 2014

University of the Philippines System
Office: UP System Accounting
Address: Magsaysay Avenue Alumni Center
Quezon City

Contact Person: Ms. Susan C. Sanchez
Position: OIC UP System Accounting Office
E-mail: suechez@yahoo.com
Telephone No: 929-4620 loc. 4253

Item & Specifications	Unit of Measurement	Quantity Requirement (2014)														Price (7/17/14)	Total Amount
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total			
23. TWINE, plastic, one kilo per roll	roll							5						5	43.13	215.65	
24. CARBON PAPER A4	box	1					1				1		3	6	18.00	108.00	
25. CLIP, double binder 3/4" 19mm	box			10				5			10			25	6.80	170.00	
26. DATA FILE BOX, (5"X9"X15-3/4")	box	20												20	61.36	1,227.20	
27. ENVELOPE, mailing white, 500s/box	box							1						1	152.59	152.59	
28. GLUE, all purpose, 300 grams min.	jar			2							2			4	48.95	195.80	
29. MARKER permanent BLACK	piece	3		3			3			3			3	15	11.84	177.60	
30. PENCIL, lead, w/eraser, one dozen/box	box			2						2				4	24.83	99.32	
31. SIGN PEN, blue	piece				24					24				48	42.05	2,018.40	
32. STAMP PAD INK, violet, 50ml	bottle	1			1						1			3	23.03	69.09	
OFFICE DEVICES																	
1. PUNCHER, heavy duty	piece	2					2				2			6	91.78	550.68	
2. SCISSORS (7")	each			2				2			4			8	15.59	124.72	
3. STAPLER heavy duty	piece			1				1			1			3	112.11	336.33	
4. WASTE BASKET, plastic	piece			1				1			1			3	26.00	78.00	
5. STAPLE REMOVER, twin jaws	piece			2				2			2			6	17.11	102.66	
JANITORIAL SUPPLIES																	
1. DETERGENT BAR	bar			3				3			3			9	18.49	166.41	
2. INSECTICIDE	can			1						1				2	114.40	228.80	
3. BATHROOM SOAP, 70gms.	piece			5				5			5			15	21.35	320.25	
LEGAL SIZE PAPER																	
1. PAPER, for PPC	ream	10		10		10		10		10		10		60	121.18	7,270.80	
REPAIR & MAINTENANCE																	
1. AIRCON WINDOW TYPE	piece			6						6				12	2,000.00	24,000.00	
2. AIRCON SPLIT TYPE	piece			2						2				4	4,500.00	18,000.00	
3. DIGITAL COPIER	piece							1						1	21,000.00	21,000.00	
4. MULTI FUNCTION FAX	piece							1						1	3,500.00	3,500.00	
5. PRINTERS	piece	6												6	4,166.67	25,000.00	
6. COMPUTERS	piece	20												20	750.00	15,000.00	

University of the Philippines System
Office: UP System Accounting
Address: Magsaysay Avenue Alumni Center
Quezon City

Contact Person: Ms. Susan C. Sanchez
Position: OIC UP System Accounting Office
E-mail: suechez@yahoo.com
Telephone No: 929-4620 loc. 4253

Item & Specifications	Unit of	Quantity Requirement (2014)													Price (7/17/14)	Total Amount
	Measurement	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total		
OTHER CONSUMABLES																
1. RIBBON EPSON FX 2175 - 2190	cart	1		1		1		1		1		1		6	400.00	2,400.00
2. INK CARTRIDGE FOR HP 3525	box	1		1		1		1		1		1		6	1,000.00	6,000.00
3. INK CARTRIDGE FOR HP 3845	box	1			1				1					3	2,133.33	6,400.00
4. PANASONIC DIGITAL COPIER	cart	1			1			1			1			4	6,375.00	25,500.00
5. MULTI FUNCTION MACHINE	cart	1				1				1				3	2,250.00	6,750.00
6. HP LASERJET PRINTER MODEL 2200	cart	1				1				1				3	5,810.00	17,430.00
7. HP LASERJET PRINTER MODEL 4200	cart	1			1			1			1			4	7,775.00	31,100.00
8. HP LASERJET PRINTER MODEL 5100	cart						1						1	2	9,135.00	18,270.00
9. DRINKING WATER	gallon	20	20	20	20	20	20	20	20	20	20	20	20	240	30.00	7,200.00
Sub total																314,782.73
***GRAND TOTAL.....																314,782.73

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION.....

APPROVED BUDGET:

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Certified Funds Available
[Signature]
SUSAN C. SANCHEZ
OIC, UPS- Accounting Office

P314,782.73 ch vs ACCTG MODE
Certified Appropriate Funds Available
[Signature]
NOREEN P. ESCULTURA
Director UPS- Budget Office

Prepared by:
[Signature]
EDNA M. SABADO
UPS- Accounting Office

on 8/4
Approved:

Head of Office/Agency

Date Prepared: 8/01/14 *[Signature]*

University of the Philippines System
Office: UP System Accounting
Address: Magsaysay Avenue Alumni Center
Quezon City

Contact Person: Ms. Susan C. Sanchez
Position: OIC UP System Accounting Office
E-mail: suechez@yahoo.com
Telephone No: 929-4620 loc. 4253

Item & Specifications	Unit of Measurement	Quantity Requirement (2014)													Price (7/17/14)	Total Amount
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Total		
OFFICE EQUIPMENT																
1. FILLING CABINET (FABRICATED) 1/60"60"	piece		2											2	22,500.00	45,000.00
2. PRINTER (3 IN 1) laserjet	each		2											2	5,000.00	10,000.00
3. PRINTER (COLORED) laserjet	piece		1											1	8,000.00	8,000.00
4. PRINTER (B/W) laserjet	piece		1											1	6,000.00	6,000.00
5. EXECUTIVE CHAIRS	piece	5												5	6,000.00	30,000.00
6. JUNIOR EXECUTIVE CHAIRS	piece	11												11	4,500.00	49,500.00
7. EXHAUST FAN (for c.r.)	piece	1												1	3,000.00	3,000.00
8. ELECTRIC FAN	piece	1												1	1,500.00	1,500.00
9. UPS - APC	piece	5												5	3,600.00	18,000.00
10. COPIER MACHINE	piece	1												1	150,000.00	150,000.00
11. EXTERNAL HARD DRIVE	1 TERA BYTE	3												3	4,000.00	12,000.00
12. AIRCON	piece	3												3	20,000.00	60,000.00
Sub total																393,000.00
***GRAND TOTAL.....																393,000.00

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION.....

APPROVED BUDGET:.....

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Certified Funds Available

SUSAN C. SANCHEZ
OIC, UPS- Accounting Office

Certified Appropriate Funds Available

NOREEN P. ESCULTURA
Director UPS- Budget Office

Prepared by:

EDNA M. SABADO
UPS- Accounting Office

Date Prepared: 8/01/14 rnj

Approved:

Head of Office/Agency

Sheet1

UP System Cash Office
Ground Floor, Quezon Hall

Project Procurement Management Plan (PPMP)
End-User/Unit: UP System Cash Office


UNIT	GENERAL DESCRIPTION	QTY	ESTIMATED BUDGET	SCHEDULE/MILESTON			
				Jan	Feb	Mar	Apr
ream	Paper, multicopy, A4 80gsm	80	120.00	5	5	10	5
roll	Tape, adding machine	40	10.00	3	3	4	3
can	Air freshener	12	88.00	1	1	1	1
bottle	Alcohol, rubbing	16	41.00	1	1	2	1
pack	Battery AA	8	21.00	0	1	1	0
box	Clip, backfold 25mm, 12 pcs/box	12	20.00	1	1	1	1
box	Clip, backfold 32mm, 12 pcs/box	12	20.00	1	1	1	1
roll	Electrical tape	6	19.00	1		1	
box	Envelope, legal	4	630.00			1	
box	Envelope, A4	4	450.00	1	1		1
pack	Folder A4	4	280.00				1
roll	Acetate	2	600.00				1
bottle	Glue	8	49.00	1	1		1
piece	Marking pen, permanent, assorted	40	13.00	3	3	4	3
pad	Note pad, post-it 2x3"	40	32.00	4	3	3	4
pad	Note pad, post-it 3x3"	40	37.00	3	4	3	3
piece	Pencil, lead woden	12	10.00	1	1	1	1
piece	Puncher, heavy duty	6	95.00		1		1
kilo	Rag	4	43.00			1	
piece	Scissors	12	17.00	1	1	1	1
piece	Sign pen, assorted	60	48.00	5	5	5	5
piece	Stapler	6	110.00		1		1
box	Staple wire	10	25.00	1	1	1	1
roll	Toilet tissue	8	78.00	1	1	1	1
piece	Bathroom soap	12	23.00	1	1	1	1
pack	Battery AAA	8	18.00	1	1		1
set	Copy holder	1	300.00				1
piece	Cutter, heavy duty	8	32.00	1	1	1	1
can	Disinfectant spray	6	300.00		1		1
can	Furniture cleaner	4	310.00			1	
can	Insecticide	6	280.00	1		1	
pack	Marker, 3 colors	6	35.00		1		1
bottle	Oil multi-purpose	1	45.00	1			
piece	Toner. Epson M1200	6	4100.00	1		1	
piece	Toner. HP Laserjet CE505A	6	4000.00		1		1
piece	Toner. HP Laserjet Pro 400	12	4300.00	1	1	1	1

EDUARDO G. SABAT

Entered by: EPMR

Cancelled by: EPMR
JUL 30 2014

IE OF ACTIVITIES												TOTAL
May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
5	10	5	10	5	5	10	5	9600.00				
3	4	3	3	4	3	3	4	400.00				
1	1	1	1	1	1	1	1	1056.00				
1	2	1	1	2	1	1	2	656.00				
1	1	1	0	1	1	1	0	168.00				
1	1	1	1	1	1	1	1	240.00				
1	1	1	1	1	1	1	1	240.00				
1	1	1	1	1	1	1	1	114.00				
1	1			1	1		1	2520.00				
			1			1		1800.00				
								1120.00				
								1200.00				
								392.00				
								520.00				
								1280.00				
								1480.00				
								120.00				
								570.00				
								172.00				
								204.00				
								2880.00				
								660.00				
								250.00				
								624.00				
								276.00				
								144.00				
								300.00				
								256.00				
								1800.00				
								1240.00				
								1680.00				
								210.00				
								45.00				
								24600.00				
								24000.00				
								51600.00				
								134417.00				


EDUARDO G. SANCHEZ

ITEM NO.	DESCRIPTION	REQN NO.	UNIT MEASURE	QTY	UNIT COST	TOTAL COST	1ST QTR	2ND QTR
1	ALCOHOL, RUBBING, 70% 500ML CLEEN	13-064	BOTTLE	10.00	38.22	382.20		
2	BATHROOM SOAP, REGULAR SIZE	13-203	PIECE	41.00	21.33	874.53		
3	BLADE, heavy duty cutter, 10	13-203	PACKET	10.00	8.00	80.00		
4	CALCULATOR, COMPACT ELECTRONIC	13-064	EACH	2.00	155.88	311.76		
5	CALCULATOR, COMPACT ELECTRONIC	13-203	EACH	1.00	145.29	145.29		
6	CALCULATOR, COMPACT ELECTRONIC	14-101	EACH	1.00	145.18	145.18		
7	CLIP, DOUBLE/BINDER, 19MM	13-064	BOX	6.00	7.58	45.48		
8	CLIP, DOUBLE/BINDER, 19MM	14-032	BOX	12.00	6.80	81.60		
9	CLIP, BACKFOLD 25MM., 12 PCS/BOX	13-064	BOX	6.00	10.95	65.70		
10	CLIP, BACKFOLD 25MM., 12 PCS/BOX	13-203	BOX	2.00	10.92	21.84		
11	CLIP, BACKFOLD 25MM., 12 PCS/BOX	14-032	BOX	12.00	10.92	131.04		
12	CLIP, BACKFOLD 32MM(1-1/4)12 PCS BOX	14-033	BOX	12.00	16.74	200.88		
13	COMPACT DISC REWRITABLE	13-064	PIECE	30.00	16.07	482.10		
14	COMPACT DISK RECORDABLE	13-064	PIECE	60.00	9.88	592.80		
15	COMPACT DISK RECORDABLE	14-101	PIECE	30.00	10.40	312.00		
16	COMPACT FLUORESCENT LIGTH(CFL) 18 W	13-064	PIECE	6.00	103.79	622.74		
17	COPY HOLDER, clamp type, CH	13-203	EACH	3.00	298.48	895.44		
18	CORRECTION TAPE,	14-101	ROLL	13.00	12.11	157.43		
19	CORRECTION TAPE,	14-033	ROLL	15.00	12.11	181.65		
20	CUTTER, heavy duty, WB	13-203	EACH	4.00	29.41	117.64		
21	DATA FOLDER, 3" X 9" X 15"	13-203	PIECE	15.00	68.75	1,031.25		
22	DOCUMENT CAMERA 3.2 MEGAPIXEL	14-108	UNIT	1.00	*,***,**	23,920.00		
23	DUST PAN, NON-RIGID PLASTIC	13-203	EACH	1.00	25.75	25.75		
24	DVD REWRITABLE 4X SPEED 4.7GB MAXELL	13-202	PIECE	1.00	20.99	20.99		
25	DVD REWRITABLE 4X SPEED 4.7GB MAXELL	13-203	PIECE	53.00	19.89	1,054.17		
26	DVD REWRITABLE 4X SPEED 4.7GB MAXELL	14-101	PIECE	10.00	19.89	198.90		
27	ELECTRICAL TAPE, CROCCODILE	13-203	ROLL	11.00	17.80	195.80		
28	ENVELOPE, DOCUMENTARY, A4 SIZE	13-064	BOX	0.80	311.80	249.44		
29	ENVELOPE, DOCUMENTARY, 10"X15"500S	13-064	BOX	0.60	545.48	327.29		
30	ENVELOPE, EXPANDING, KRAFT, LEGAL SIZE	14-101	BOX	2.00	600.88	1,201.76		
31	FLASH DRIVE 16GB USB 2.0 PORT	13-203	PIECE	6.00	504.40	3,026.40		
32	FLASH DRIVE 16GB USB 2.0 PORT	14-101	PIECE	5.00	392.77	1,963.85		
33	FLASH DRIVE 16GB USB 2.0 PORT	14-033	PIECE	8.00	504.40	4,035.20		
34	FLOOR WAX, PASTE TYPE RED 2KG/CAN	13-202	CAN	2.00	285.00	570.00		
35	FOLDER, CLEAR A4	14-033	PACKAGE	3.00	157.38	472.14		
36	FOLDER, CLEAR LEGAL	13-203	PACKAGE	3.00	186.88	560.64		
37	FOLDER, CLEAR LEGAL	14-033	PACKAGE	3.00	186.38	559.14		

ITEM NO.	DESCRIPTION	REQN NO.	UNIT MEASURE	QTY	UNIT COST	TOTAL COST	1ST QTR	2ND QTR
38	FOLDER, FILE, TB LEGAL SIZE 100/BOX	13-064	PACKAGE	3.00	236.08	708.24		
39	FOLDER, FILE, TB LEGAL SIZE 100/BOX	14-101	PACKAGE	3.00	273.52	820.56		
40	FOLDER, FILE, TB A4 SIZE 100PC/PACK	14-033	PACKAGE	3.00	200.68	602.04		
41	FOLDER, plastic, LEGAL SIZE 12/PACK	13-203	PACKAGE	1.00	174.29	174.29		
42	FUSE, 60 amperes, Eagle	13-203	EACH	8.00	7.95	63.60		
43	GLUE, ALL PURPOSE, 300 GRAMS	14-101	JAR	3.00	47.74	143.22		
44	INDEX CARD, RBS, 5" X 8" 500/PACK	13-203	PACKAGE	2.00	46.44	92.88		
45	INDEX TAB, SELF-ADHESIVE, CLEAR ONLY	13-203	BOX	3.00	52.03	156.09		
46	LEAD, for mechanical pencil,	13-203	PACKET	2.00	4.66	9.32		
47	MARKING PEN, PERMANENT, BLUE	14-032	EACH	12.00	11.84	142.08		
48	MARKING PEN, WB, BLUE	13-203	EACH	38.00	12.27	466.26		
49	MARKING PEN, WB, BLUE	14-032	EACH	12.00	12.27	147.24		
50	NOTE PAD POST IT 2"X 3"	14-033	PAD	15.00	31.49	472.35		
51	NOTE PAD, POST-IT 3"X3"	14-033	PAD	15.00	36.13	541.95		
52	NOTE PAD, POST-IT 3"X4"	13-203	PAD	12.00	48.82	585.84		
53	NOTE PAD, POST-IT 3"X4"	14-033	PAD	15.00	48.82	732.30		
54	NOTEBOOK, STENOGRAPHER	13-203	EACH	3.00	8.11	24.33		
55	OIL, multi-purpose	13-203	BOTTLE	3.00	28.34	85.02		
56	PAPER CLIP, GEM TYPE, JUMBO	13-203	BOX	88.00	14.05	1,236.40		
57	PAPER CLIP, GEM TYPE, 32MM, 100S	13-203	BOX	37.00	6.64	245.68		
58	PAPER FASTENER, METAL APPLE	14-101	BOX	5.00	61.89	309.45		
59	PAPER, MULTICOPY, A4, 80GSM	13-064	REAM	60.00	116.03	6,961.80		
60	PAPER, MULTICOPY, A4, 80GSM	14-101	REAM	30.00	118.46	3,553.80		
61	PAPER, MULTICOPY, A4, 80GSM	14-031	REAM	50.00	117.91	5,895.50		
62	PAPER, MULTICOPY, A4, 80GSM	14-032	REAM	80.00	117.91	9,432.80		
63	PAPER, MULTICOPY 80GSM, LEGAL	13-064	REAM	5.00	126.85	634.25		
64	PENCIL, mechanical, for 0.5mm	13-203	EACH	2.00	18.72	37.44		
65	PENCIL, LEAD, WOODEN	13-203	BOX	3.00	24.83	74.49		
66	PUNCHER, heavy duty, Prince	13-203	EACH	3.00	91.78	275.34		
67	PUNCHER, heavy duty, Prince	14-101	EACH	1.00	91.78	91.78		
68	RECORD BOOK, 300 pages	13-203	EACH	26.00	51.61	1,341.86		
69	RING BINDER, 19MM X 1.12METERS	13-203	BUNDLE	7.00	10.74	75.18		
70	RULER, PLASTIC, 300MM (12"),	13-064	EACH	6.00	2.79	16.74		
71	SCISSORS, 158MM MIN. LENGTH	13-064	EACH	6.00	15.59	93.54		
72	SCISSORS, 158MM MIN. LENGTH	13-203	EACH	1.00	15.53	15.53		
73	SIGN PEN, HIGH TECH PEN, BLACK	13-064	EACH	12.00	41.48	497.76		
74	SIGN PEN, HIGH TECH PEN, BLACK	13-203	EACH	24.00	44.12	1,058.88		
75	SIGN PEN, HIGH TECH PEN, BLACK	14-101	EACH	12.00	45.91	550.92		

ITEM NO.	DESCRIPTION	REQN NO.	UNIT MEASURE	QTY	UNIT COST	TOTAL COST	1ST QTR	2ND QTR
76	SIGN PEN, HIGH TECH PEN, BLACK	14-032	EACH	24.00	44.14	1,059.36		
77	SIGN PEN, HIGH TECH PEN, BLUE	13-064	EACH	12.00	41.37	496.44		
78	SIGN PEN, HIGH TECH PEN, BLUE	14-101	EACH	12.00	45.84	550.08		
79	SIGN PEN, HIGH TECH PEN, BLUE	14-032	EACH	24.00	44.15	1,059.60		
80	SIGN PEN, RED	13-064	EACH	6.00	41.48	248.88		
81	SIGN PEN, RED	13-203	EACH	10.00	42.54	425.40		
82	SIGN PEN, RED	14-101	EACH	5.00	42.54	212.70		
83	SIGN PEN, RED	14-032	EACH	24.00	42.54	1,020.96		
84	STAPLE REMOVER, JOY BRAND	13-064	EACH	3.00	17.11	51.33		
85	STAPLE WIRE, STANDARD	13-203	BOX	2.00	21.84	43.68		
86	STAPLE WIRE, STANDARD	14-033	BOX	10.00	21.83	218.30		
87	STAPLER, STD TYPE	13-064	EACH	6.00	112.11	672.66		
88	STAPLER, STD TYPE	14-101	EACH	1.00	99.26	99.26		
89	STARTER, 4-40W	13-203	EACH	60.00	3.59	215.40		
90	TAPE, adding machine, 2-1/4"	13-203	ROLL	2.00	9.73	19.46		
91	TAPE, masking, 1" CROCODILE	13-064	ROLL	7.00	47.84	334.88		
92	TAPE, masking, 1" CROCODILE	14-032	ROLL	12.00	49.92	599.04		
93	TAPE, packaging, 48mm ARMAK	13-064	ROLL	5.00	30.99	154.95		
94	TAPE, packaging, 48mm ARMAK	14-032	ROLL	12.00	30.99	371.88		
95	TAPE, transparent, 24mm 1" TAPE ALL	13-064	ROLL	10.00	15.39	153.90		
96	THERMAL PAPER, 216MMX30M,0.3M	14-101	ROLL	5.00	34.04	170.20		
97	THERMAL PAPER, 216MMX30M,0.3M	14-033	ROLL	12.00	37.68	452.16		
98	TOILET TISSUE, 12 ROLLS/PACK	13-202	PACK	3.00	61.15	183.45		
99	TWINE, PLASTIC, 1 KILO PER ROLL	13-203	ROLL	1.00	43.13	43.13		
						92,483.87		

NOTE: The data in this report is based on Dec 2013-Nov 2014 issuances. Please reflect the necessary changes, and return to the System SPMO for consolidation before July 30, 2014.

PREPARED BY:

APPROVED:

WILFREDO D. MARTILLO
Purchaser

ISAGANI L. BAGUS
Acting Chief, System SPMO